ANNUAL REPORT of School District No. ( The Township of Oshlerno County of Kalamazoo to the School Inspectors, for the year 1863.

N. B .- Directors of Fractional Districts\* will add the word "Fractional," after the number.

district between the ages of five and twenty years. Whole No. of Children that attended School during the year. 36 46 200 42 10 11 o. of months taught by each qualified Total amount of wage paid to each teacher. Text Books prescribed by District Board for use in School, under the amendment of Section 37,
passed March, 1861. Name of each Qualified Teacher.; Sanders Usons 4 Sander Nancy M. Abrams pencerian ARITHMETICS, ALGEBRAS,.. GEOMETRIES. Claricis NATURAL PHILOSOPHIES, ... CHEMISTRIES. Physiologies,.... FINANCIAL REPORT FOR THE YEAR ENDING SEPT. 7, 1863. N. B.—If the following Report is correct, the Receipts and Expenditures will balance. Care should be taken to enter each under its proper heading, and to enter no amount twice. RECEIPTS. N. B.—The amounts reported in either of the following items, should include all sums paid on past indebtedness for such purposes during the year. Moneys on hand Sept. 1, 1862,..... Paid Male Teachers,.... Received from two-mill tax during the school year 1863. Paid Female Teachers, ..... Received from Primary School Fund, ...... Paid for building or repairing School-house, Collected on Rate Bills, ..... Paid for Library Books, ..... Tuition of Non-resident Pupils, ..... Paid for all other purposes, ...... Raised by tax voted by district to pay Teachers' wages Amount on hand Sept. 7th, 1863,. Raised by other district taxes, ..... Received for Library Money,..... Received from all other sources, .... Total receipts, including moneys on hand Sept. 1, 1862 Total expenditures, including amount on hand, Indebtedness of District for all purposes, Sept. 7th, 1863,... Oshlemi Director for ensuing year: I hereby certify that the above is a correct report from the aforesaid District No. 6 Fract, for the School Mear next preceding the 1st Monday of Peptember, 1863 Dated September. (Signed,)

\*Fractional Districts.—A full report from a fractional district should be made only to the Clerk of the Township in which the School-house is situated. [See Section 81 of the School Laws.]

A separate report should be made to the Clerk of each of the other Townships in which the district is in part situated, giving merely for the number of Children between the ages of five and twenty years esiding in that part of the district situated within said Township.

†QUALIFIED TACHERS.—A "Quilifyl Tracher," within the meaning of the statutes, is one who holds a certificate from the School Inspectors, or from the State Normal School, in accordance with the provisions of section 35 of the School Liw. District Boards should see that all Teachers they employ, possess such a certificate before beginning to teach a School. Otherwise they can neither pay them public money, not receive any on account of their teaching. The Sections 60 and 80.1

## DIRECTORS will please examine the following CIRCULAR before filling out the blanks in this Report:

Office of Public Instruction, Lansing, Michigan, May 25th, 1863.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

Annual Meetings.—It should be remembered that the Annual Meeting must be held the first Monday in September. No annual meeting can be legally held at any other time, unless by adjournment from that day.

New Blanks for the Directors' Reports are prepared and issued every year, and as changes and amendments are made yearly in these Blanks, no reports should be made on old blanks. A full supply of blanks are sent annually to the County Clerk, to be distributed through the Township Clerks to the several Districts.

PLEASE READ THE FOLLOWING NOTES ON BLANKS FOR 1863.—The several headings in the blanks are numbered for convenience in reference.

No. 1.—The number of children in the District between the ages of 5 and 20 years. The Director must take a census of the number of children of the above ages, within the ten days next preceding the annual meeting, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Town Clerk. No district is entitled to any share in the public school moneys without such certified list.

No. 2.—Many Directors have heretofore added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended the school that is required. No child should be counted twice.

No. 3 will be easily filled if the teacher has kept, as he should, a roll with the names and ages of all pupils who attend the school. Such roll must be kept, and the daily attendance marked, whether there is to be a rate-bill or not. School Laws, Sec. 43.

No. 4 is often erroneously filled. The true method of obtaining the average required, is to add together the numbers of days of attendance of all the pupils, and divide this sum by the number of pupils who have attended school. This quotient divided by 26, to reduce to months, will give the average number required. If the school has been omitted every other Saturday, then divide by 24 to get the months.

No. 5 should be filled with the number of months the school has been kept open during the year, under qualified teachers.

No. 6.—The books belonging to the district library should all be called in before the annual meeting, in order that they may be counted, and their number and condition be reported to the annual meeting.

No. 7 shows the number of books added to the library during the year. A list of the library books selected and contracted for by the State Board of Education is sent annually to the School Directors, and the law now requires that the District Board shall annually expend all the library their hands, for books under this contract, unless directed by a vote of the district to purchase elsewhere. A good library is almost as a district as a good school; and to maintain such library, annual additions should be made to it. Library books will wear out, as well school books. If worn out in fair use, we can well afford to replace them. Districts having a surplus of the two-mill tax, after supporting a school eight months, may use such surplus for libraries.

No. 9.—Union or Graded Schools. If the School is separated into two or more departments, taught by different teachers, it may be reported as a Union or Graded School. For fuller description of Union Schools and mode of grading, see the Annual Report of the Superintendent for 1861.

FINANCIAL REPORTS.—Great pains have been taken to make the blanks for the financial reports plain and easily understood. It is hoped we may now secure full and reliable returns of the moneys raised or received, and expended for educational purposes, in every district in the State. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them for the district.

A list of Text Books is required by law to be selected by each District Board, to be used in the School, and the books selected should be reported under the proper head. Let no District Board fail to obey this important law.

It is especially desired to have the name and Post Office address of the Director for the ensuing year.

New Districts — Districts set off during the year, may, in making their first annual report, embrace the time a School has been kept by a qualified teacher in the District from which they have been set off, previous to the division.

Two blanks like this will be forwarded to each Director of a School District. The Director should make his annual report on one of these Blanks, and keep the same on file with the papers of his office, and make out a duplicate upon the other Blank, and deliver the same to the Township Clerk, directly after the Annual Meeting. This is necessary in order to entitle the District to its share of the public money. [See Sections 41 and 54.]

## LIBRARY LIST CIRCULAR.

The Library List Circular to be furnished to Directors of districts having district libraries, will usually be mailed hereafter to the town clerks. This is to be sent from this office, by the first of January in each year. Directors will call on the town clerk for the same.

## SCHOOL LAWS.

The present edition of School Laws is nearly exhausted; and a new edition, conforming to the changes in the law since 1859, with Notes and Forms, will be issued the coming Autumn—or as soon as it can be prepared. The work will contain plans and specifications for schoolhouses, agreeably to a Resolution of the Legislature.

JOHN M. GREGORY,

ANNUAL REPORT of School	District	No.	12	of th	ne Tow	nship	of &	Ex	a.s.	)	·
County of Keala		- /3							1870	•	
N. BDirectors of	Fractional.	Districts*	will a	dd the wor	d "Fracti	ional" aj	ter the Nu	mber.			
No. of Chil- No. that atdren in the third School No. attending Average No. No. School District hed during the School under of months School	5 6 of months No. of	vol-	vol-	No. of	School-Hous	SES AND MA-	VALUE OF SCHO	ol-Houses	11	12	No. vis-
tween the year. Do not 5 or over 20 scholars at ing	the year qualified achers.	No. of values in durth e brary.	the Boo Libi	ks for No. of Stone.	No. of Brick. Fra	1	AND LOTS. If fill the blank wind Dollars.	th 'None.'	Is it a Graded School?	No. Visits by Coun- ty Supt.	ite hv
38 31 2 4	8 3	. 83	- 37	15	/	1	400	61	2	1	1
. 14	15	16	16	ð .							
Name of each Qualified Teacher. †	No. of Months taught by each q u a l i f i e d Teacher.	otal of Wage and due each ' er for the year	s paid Teach-	ext Books pres passed March,	scribed by Di 1861. If the E	strict Board Board has mad	for use in Schoole no prescriptio	ol, under the n, the Book	he amendr ks in use n	ment of Sec eed not be s	etion 57. stated.
s. m		Dollars.	Cents.	Q 11:	D 1 -		activity of the state of the st				
6, M. Darling	11/2	590	177								
tera Allet	2/10	63	1571								1
& So Sterior	4 3/34	88	46								
	and the	2121									
							Ank.				
<u></u>				Natural P							
17. No. of months Teachers were Boarded by the District, in	addition to the				•						
Cash Wages				Physiolog:	ies						
FINANCIAL REPO	RT FO	OR T	HE	YEA	R E	NDIN	G SE	PT.	5, 1	370.	
N. B.—If the following Report is calcach amount under its proper heading, reason on the opposite page of copy sames they actually add up alike.	and to ent	er no am	ount	twice. If	you car	nnot mal	ke the acco	ount bo	dance,	explain	n'the
RECEIPTS		- Ne				EXPE	ENDITU	RES	. ,		
		Dollars.	Cents.	N. B.—The a	mounts repor				-	Dollars.	Cents.
N. B.—Insert nothing here that has not come into the Treasu- but nothing under any head save what the head indicates. Mo- werdrawn, or loaned, &c., should be under the head "From al Money remaining in the hands of the Town Treasurer has not be he District, and no account should be taken of it.	l other sources." en "received" by	11	· 20	"paid teachers the year, and r ness" below; above. Inclu- paid on bonds	s'' should <i>here</i> not what may and the total de nothing so should be une	e include only still be due. I wages earned ave what has der the head,	of the following is chers during the what has been That will appea during the year actually been Paid for all oth	actually parter in the "i is shown i paid out. er purpose	ndebted- n No. 16, Amount		
Moneys on hand September 6, 1869		1-7	1-7-	Paid Male T							
Received from two-mill tax during school year, 1870		-2	9.0					-		0 / 9	
Received from Primary School Fund				Paid Female	e Teachers.					orf. have	-60
Raised by District Tax to pay Teachers' wages		200	cru.	Paid for Bui	ilding or Re	epairing Sci	hool-houses			3	1.0.
Raised by other District Taxes		10-	10	Paid for all	other purpo	ses				15	0.7
Received from Tax on Dogs		1					କୃ			4-	70
Received from all other sources				Amount on	hand Septer	mber 5th, 18	370			).6	1-7
Total Receipts, including moneys on hand, Septer	nber 6, 1869	281	8-9	Total E	xpenditures	s, including	amount on ha	nd		281	k
	paperson money to be described. The control of the	Tota	l indeb	tedness of D	istrict for	all purpose	s, September	•5th, 187	70\$		
Director for the ensuing year.	min	1		; Pe	$ost\ Office$ .	7	all	200	led		
. 20		W. W.	+		San San San				riot 1	Vo /	1
I HEREBY CERTIFY that Township of Jan Jan	wite abou	e is a c	r the	School	Year i	next p	recedin <u>s</u>	the	1st A	1onda	y of

\* Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School-house is situated. [See Section 81, of the School Laws.] A separate Report should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely to the number of children between the ages of five and twenty y residing in that part of the District situated within said Township.

Dated September 10 1870.

September, 1870.

† QUALIFIED TEACHERS.—A "Qualified Teacher," within the meaning of the Statutes, is one who holds a Certificate in accordance with the provisions of the School Law. District Boards should see that all Teachers they employ possess such a Certificate before beginning to teach a School. Otherwise they can neither pay them public money, nor receive any on account of their teaching. [See Secs. 60 and 80.]

15- 2-15

DIRECTOR'S will please Examine the following CIRCULAR before filling out the Blanks in this Report:

18 3 - 36 15 - 3% -

OFFICE OF PUBLIC INSTRUCTION,

LANSING, MICH., JULY 1st, 1870.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

Annual Meetings.—It should be remembered that the Annual Meeting must be held the first Monday in September. No annual meeting can be legally held at any other time, unless by adjournment from that day.

New Blanks for the Directors' Reports are prepared and issued every year; and as changes and amendments are made yearly in these blanks, no reports should be made on old blanks if it can possibly be avoided. A full supply of blanks are sent annually to the County Superintendents, to be distributed through the Township Clerks to the several Districts.

PLEASE READ THE FOLLOWING NOTES ON BLANKS FOR 1870. The several headings in the blanks are numbered for in reference:

No. 1.—The number of children in the District between the ages of 5 and 20 years. The Director must take a census of the number of children of the above ages, within the ten days next preceding the annual meeting, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Town Clerk. [See Sec. 41.] No district is entitled to any share in the public school moneys without such certified list.

No. 2.—Many Directors have heretofore added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice.

No. 3 will be easily filled if the teacher has kept, as he should, a roll with the names and ages of all pupils who attend the school. Such roll should be kept, and the daily attendance marked, the same as before the rate-bill system was abolished.

No. 4 is often erroneously filled. The true method of obtaining the average required is to add together the numbers of days of attendance of all the pupils, and divide this sum by the number of pupils who have attended school. This quotient divided by 26, or the number of days constituting the month, to reduce to months, will give the average number required.

No..5 should be filled with the number of months the school has been kept open during the year, under qualified teachers.

No. 6 shows the number of books added to the Library during the year.

No. 7.—The books belonging to the District Library. If the exact number cannot be ascertained, give the estimated number.

No. 8 is the amount paid for library books.

Nos. 9 AND 10.—Do not fail to report fully under these heads. The value of school-houses in the State is nearly five and a half million dollars; and it is desirable to know the particulars. If the District has no house, state the fact.

No. 11.—Graded Schools.—If the school is separated into two or more departments, taught by different teachers, it may be reported as Graded.

FINANCIAL REPORTS.—Great pains have been taken to make the blanks for the financial reports plain and easily understood. It is hoped we may now secure full and reliable returns of the moneys raised or received, and expended for educational purposes, in every district in the State. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them.

It is especially desired to have the name and Post Office address of the Director for the ensuing year.

Now Districts.—Districts set off during the year, may, in making their first annual report, embrace the time a school has valqualified teacher in the district from which they have been set off, previous to the division.

Three blanks will be forwarded to each Director of a School District. On the back of one will be found this Circular. On this blank the Director will, immediately at the close of the school year, make out his Annual Report to the Inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the Annual Meeting for its approval. On the back of the others will be found a blank for the census list, with affidavit attached. On one of these, the Director will make out a duplicate of his report to the Inspectors, and fill out the back with the census list, and having sworn to the affidavit, (no stamp is required,) deliver the same to the Township Clerk. This, if not done before the Annual Meeting, must be done directly after, to entitle the District to its share of the public money. [See Sections 41 and 54.] Let the other be a copy of the preceding, on both sides, and forward the same promptly to the office of Public Instruction, Lansing. But sending one to this Office only is not sufficient.

ORAMEL HOSFORD,

Superintendent of Public Instruction.

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ANNUAL REPORT of School District No. 6 Frace of the Township of Lexas County of Mcalauvagov to the School Inspectors, for the year 1871.

N. B.--Directors of Fractional Districts\* will add the word "Fractional" after the Number, above, and insert only the

					e of the	10wnsn	ip in a	9	100008	10			11	12	13	- 14	15
1	2	3	4	5	В		8										
No. of Children in the District between the ages of 5 and (under) 20	Number between the ages of 8 and (under) 14 years.	No. that attindid School during the year. Do not count any twice.	No. att'di'g School un- der 5 or over 20 yrs, of age.	Average No. of mos. Scholars attended School.	No. of mos. School during the year by qualified Teachers.	No. vols. added to Library during the year.	No. of vol- umes in the Distr't Library.	Paid for Books for Library.	No. of Stone.	No. of	No. of Frame.	No. of	can be	VALUE OF SCH'L HOUSES AND LOTS. (If no house, fill the blank with "None.")	Is it a	No. vis- its by County Supt.	its by Direct-
years.	years.							*		Direct.	1 1411101			*			
34	18	30	4	6	9	12	56	1988			1		50	600	no	1	3
		16			17	18		11									
No. of Months taught by each qualitited Teacher.  No. of Months Total of Wages paid and due each Teacher at 11 1 2 d. Teacher.  No. of Months taught by each taught by each Teacher for the year.														RSUED.	y other 1	ot here i	nserted.
1		n		0		Dollars.	Cents.	Spelling			Ze	0					
.6	las	rall	led		4	103	15	Reading	<u></u>		7	Le	2				
A		sta	Ama	lana la	5	90	00	Writing				7	y				
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	14.11.44.444	************					-	Book-K		g		9	w				
								Algebra	·				ho			h	
								Geomet	-	· · · ·	****	V	no				
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								Natural		osoph	y	Z	tes	no			
						1	**	Chemis	try			-8	tes	hr			
	Total					190	3.75	Physiol	.ogy			<i></i>		no			
F	INAI	NCIA	LRE	POR'	T FO	RTE	IE Y	EAR	EN	IDI	NG	SE	PTE	MBER	4,	1871	

N. B.---If the following Report is correct, the Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If you cannot make the account balance, explain the reason on the opposite page of copy sent Superintendent, with other explanations, and do not foot the columns up alike unless they actually add up alike.

RECEIPTS.			EXPENDITURES.		
N. B.—Insert nothing here that has not come into the Treasurer's bands; and put nothing under any head save what the head indicates. Moneys from funds overdrawn, or loaned etc., should be under the head "From all other sources," Money remaining in the hands of the Town Treasurer has not been "received" by the District, and no account should be taken of it.	Dollar*.	Cent*.	N. B.—The amounts reported in either of the following items should include all sums paid on past indebtedness to teachers earing the year. The amount "paid teachers" should here include only what has been actually paid during the year, and not what may still be due. That will appear in the "indebtedness" below; and the total wages carned during the year is shown in No. 18, above. Include nothing save what has actually been paid out. Amount paid on bonds should be under the head, "Paid for all other pur-	Dollar×.	('entx.
Moneys on hand September 5, 1870	-57	19	roses,"	- W	
Received from Two-Mill Tax during school year, 1871	132	40	Paid Male Teachers		res a s
Received from Primary School Fund		10	Paid Female Teachers	226	15
Tuition of Non-resident Pupils	107/	101	Paid for Building or Repairing School-houses.	3	w:
Received from District Tax to pay Teachers' wages, etc	100	00-		36	68
Received from other District Taxes	~		Paid for all other purposes	0 4	
Received from Tax on Dogs	19	88	Amount on hand September 4th, 1871	8/	13
Received from all other sources				26	
Total Receipts, including moneys on hand, Sept. 5, 1870	367	58	Total Expenditures, including amount on hand	361	38.
	, , ,	Total In	debtedness of District for all purposes, September 4th, 1871\$		-
	a	1-	. 00		

Director for the ensuing year Owen & Menten Postoffice Mallauan

I HEREBY CERTIFY that the above is a correct Report from the aforesaid District No. left

Township of Separate for the School Year next preceding the 1st Monday of

September, 1871.

Dated September 7 8 1871.

(Signed) Owen & Mister

+QUALIFIED TEACHERS.—A "Qualified Teacher." within the meaning of the Statutes, is one who holds a Certificate in accordance with the provisions of the School Law. District Boards should see that +QUALIFIED TEACHERS.—A "Qualified Teacher." within the meaning of the Statutes, is one who holds a Certificate in accordance with the provisions of the School Law. District Boards should see that a Certificate hefore heighning to teach a School. Otherwise they can neither pay them public money, nor receive any on account of their teaching. [See Secs. 60 and 80.]

<sup>\*</sup> Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School-house is situated. [See Section 81, of the School Laws.] A separate Report or Statement should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely the number of children between the ages of five and twenty years residing in that part of the District situated within said Township.

• DIRECTORS will please examine the following CIRCULAR before filling out the Blanks in this Report. The Reports of not a few Directors show that they do not examine it. If they did, many errors would be avoided.

## OFFICE OF PUBLIC INSTRUCTION,

LANSING, MICH., July 1st, 1871.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

Annual Meetings.—It should be remembered that the Annual Meeting must be held the first Monday in September.

No annual meeting can be legally held at any other time, unless by adjournment from that day.

New Blanks for the Directors' Reports are prepared and issued every year; and as changes and amendments are made yearly in these blanks, no reports should be made on old blanks if it can possibly be avoided. A full supply of blanks are sent annually to the County Superintendents, to be distributed through the Township Clerks to the several Districts.

Please read the following Notes on Blanks for 1870. The several headings in the blanks are numbered for convenience in reference:

No. 1.—The number of children in the District between the ages of 5 and 20 years. This does not include those who are 20,—only those under 20. The Director must take a census of the number of children of the above ages, within the ten days next preceding the annual meeting, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Town Clerk. [See Sec. 41.] No district is entitled to any share in the public school moneys without such certified list.

No. 2.—The number of children between the ages of 8 and 14 years,—not including those who are 14. The recent law requiring all of these ages to attend school makes it of interest to know how many there are in the State.

No. 3.—Many Directors have heretotore added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice.

\*. No. 4 will be easily filled if the teacher has kept, as he should, a roll with the names and ages of all pupils who attend the school. Such roll is required to be kept by section 39, as amended last winter.

No. 5 is often erroneously filled. The true method of obtaining the average required is to add together the numbers of days of attendance of all the pupils, and divide this sum by the number of pupils who have attended school. This quotient flivided by the number of days constituting the month, to reduce to months, will give the average number required.

No. 6 should be filled with the number of months the school has been kept open during the year, under qualified teachers.

No. 7 shows the number of books added to the Library during the year.

No. 8—The books in the District Library. If the exact number cannot be ascertained, give the estimated number.

No. 9 is the amount paid for library books. Districts can now vote a tax for district libraries.

Nos. 11 and 12.—Do not fail to report fully under these heads. Let us know the number and value of school-houses in the State, and how many pupils can be accommodated. If the District has no house, write "None."

No. 13.—Graded Schools.—If the school is separated into two or more departments, taught by more than one teacher, it may be reported as Graded.

FINANCIAL REPORTS.—Great pains have been taken to make the blanks for the financial reports plain and easily understood. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them.

It is especially desired to have the name and Postoffice address of the Director for the ensuing year.

New Districts —Districts set off during the year may, in making their first annual report, embrace the time a school has been kept by a qualified teacher in the district from which they have been set off, previous to the division.

Three blanks will be forwarded to each Director of a School District. On the back of one will be found this Circular. On this blank the Director will, immediately at the close of the school year, make out his Annual Report to the Inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the Annual Meeting for its approval. On the back of the others will be found a blank for the census list, with affidavit attached. On one of these the Director will make a duplicate of his report to the Inspectors, and fill out the back with the census list, and swear to the affidavit before the Township Clerk, or some other proper officer. Then make an exact copy (both sides), and deliver both to the Township Clerk; and the Township Clerk, after comparing and correcting the two, will forward one of them to this office. It is thought this will be more beneficial than if sent to this office by the Director, as heretofore. Directors please notice the change. If the Director's Report is not made before the Annual Meeting,—as it should be,—it must be made directly after, to entitle the District to its share of the public money. [See Sections 41 and 54.]

ORAMEL HOSFORD,

ANNUAL REPORT of School District No. of the Township of / Calcumuso to the School Inspectors, for the year 1875. County of N. B.-Directors of Fractional Districts\* will add the word "Fractional" after the Number above, and be particular to insert only the name of the Township in which the house is situated. No of mos. schoolduradded to ing the year by qualified Teachers.† No. that attind'dSchool during the year. Do not count any twice. No. of School-Houses and Ma No. of pupils who can be scated in all the houses.

No. of pupils who sch'l-Houses of particles of pupils of particles of No. of Vol-umes in the Distr't Library. No. visits by Town'p Supt. TERIAL OF CONSTRUCTION. No. of No. of Brick. Frame. Log. 46 \$ 600. w no 15 16 17 STUDIES PURSUED IN THE SCHOOL, Had they previously taught in any other district within this school year? ["Yes" or "No" to each name.] No. of Months taught by each qualified Teacher. Total of Wages paid and due each Teach-er for the year. NAME OF EACH QUALIFIED TEACHER. (Indicate the studies by placing a \* against each that is taught.) [OTHER STUDIES.] Auto J. W. Kendal Reading, Spelling, Writing, 'x Arithmetic, X Geography, Grammar, x U. S. History, Science of Civil Government. FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 6, 1875. N. B.-If the following Report is correct, the Receipts and Expenditures will balance. Care should be taken to enter each amount

under its proper heading, and to enter no amount twice. If you cannot make the account balance, explain the reason on the opposite page of copy sent Superintendent, with other explanations, and do not foot the columns up alike unless they actually add up alike

RECEIPTS.			EXPENDITURES.		7 ~
N. B.—Insert nothing here that has not come into the Assessors' hands; and put nothing under any head save what the head indicates. Moneys from funds overdrawn, or loaned, etc., should be under the head "From all other sources." Money remaining in the hands of the Town Treasurer has not been "received" by the District, and no account should be taken of it.	Dollars.	Cents.	N. B.—The amounts reported in either of the following items should include all sums paid during the year on past indebtedness to teachers. The amount "paid teachers" should here include only what has been actually paid during the year, and not what may still be due. That will appear in the "indebtedness" below; and the total wages earned during the year is shown in No. 18, above. Include nothing save what has actually been paid out.	lars.	Cents.
Money on hand September 7, 1874	13.1	68	Paid Male Teachers		
Received from Two-Mill Tax during school year, 1875	141	22	Paid Female Teachers Paid for	50	100
Received from Primary School Fund.	24	50	Paid for Building or Repairing School Houses.	90	00
Tuition of Non-resident Pupils			Paid on Bonded Indebtedness.		
Received from District Taxes for all purposes	125	00	Paid for all other purposes.	50	no
Received from all other sources			Amount on hand September 6, 1875.	•	
Total receipts, including moneys on hand, September 7, 1874.	422	41	Total Expenditures, including amount on hand	17	41
	. Indebte	dness of	District for which Bonds have been issued, to September 6, 1875,	- 21	41
Director for the ensuing year. A PRI	Total I	ndebted	ness for ALL purposes		
I HERERY CERTIFY That the abo	10 10 11	00717	rect Report from the aforesaid District N		, 4

Township of Defe 2 for the School Year next preceding the 1st Monday of September, 1875.

Dated September 10 1875.

(Signed).....

<sup>\*</sup>Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School-house is situated. See Section 81 of the School Laws.

A separate statement should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely the number of children between the ages of five and twenty years residing in that part of the District situated within said Township; which statement must not go into the Inspector's report.

† QUALIFIED TRACHERS.—A "Qualified Teacher," within the meaning of the Statutes, is one who holds a Certificate in accordance with the provisions of the School Law. District Boards should know that all Teachers they employ possess such Certificate before beginning to teach a school, as the law directly prohibits the payment of public money to unqualified teachers. [See Sections 60 and \$0.]

## OFFICE OF PUBLIC INSTRUCTION,

LANSING, MICH., July 1st, 1875.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully funder each heading, and report just what the heading requires.

New Blanks for the Directors' Reports are prepared and issued every year; and as changes and amendments are made yearly in these blanks, no reports should be made on old blanks if it can possibly be avoided. A fully supply of blanks is sent annually to the County Clerks, to be distributed through the Township Clerks, or otherwise, to the several Districts.

Please read the following Notes on Blanks for 1875. The several headings in the blanks are numbered for convenience in reference:

No. 1.—The number of children in the District between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. The Director must take a census of the number of children of the above ages, within the ten days next preceding the annual meeting, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Township Clerk. [See Sec. 41 of the School Code.] No District is entitled to any share in the public school moneys without such list, with oath or affirmation.

No. 2.—Many Directors have heretofore added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice.

No. 3 is often erroneously filled. The true method of obtaining the average required is to add together the number of days of attendance of all the pupils, and divide this sum by the number of pupils who have attended school. This quotient, divided by the number of days constituting the month, to reduce to months, will give the average number required.

No. 4 should be filled with the number of months the school has been kept open during the year under qualified teachers.

No. 5 shows the number of books added to the Library during the year.

No. 6.—The books in the District Library. If the exact number cannot be ascertained, give the estimated number.

No. 7 is the amount paid for library books. Districts can now vote a tax for District Libraries.

Nos. 9 and 10.—Do not fail to report fully under these heads. Let us know the number and value of school-houses in the State, and how many pupils can be accommodated. If the district has no house, write "None."

No. 11.—Graded. Schools.—If the school is separated into two or more departments, taught by more than one teacher during the year, it may be reported as Graded.

No. 17.—Please be very particular to fill out the blank under this number, with yes, or no, as the case may be, against each name. We desire to know the exact number of different persons engaged in teaching in the public schools of the State during the year.

FINANCIAL REPORTS.—Great pains have been taken to make the blanks for the financial Reports plain and easily understood. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them. Do not fail to report the bonded indebtedness, if any exists. The "total indebtedness" includes bonds and all other debts.

It is especially desired to have the name and Postoffice address of the Director for the ensuing year. Write plain.

New Districts.—Districts set off during the year may, in making their first annual report, embrace the time a school has been kept by a qualified teacher in the district from which they have been set off, previous to the division.

Three blanks will be forwarded to each Director of a School District. On the back of one will be found this Circular. On this blank the Director will, immediately at the close of the school year, make out his Annual Report to the Inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the Annual Meeting for its approval. On the back of the other two will be found a blank for the census list, with affidavit attached. On the face of those the Director will make a duplicate of his report to the Inspectors, and fill out the back with the census list, and swear to the affidavit before the Township Clerk, or some other proper officer, and deliver both to the Township Clerk; and the Township Clerk, after comparing and correcting the two, will forward one of them to this office. If the Director's Report is not made before the Annual Meeting,—as it should be,—it must be made directly after, to entitle the District to its share of the public money. [See Sections 41 and 54.] Several Districts lose their money every year by not complying with the law in this respect.

DANIEL B. BRIGGS,

## ANNUAL REPORT of School District No. No 6 Pro of the Township of Texas County of Halamagor to the School Inspectors, for the year 1876.

N. B.-Directors of Fractional Districts\* will add the word "Fractional" after the Number above, and be particular to insert only the name of the Township in which the house is situated.

1	~	3	4.	5	6	7			8			9	10	11	12	13
District be-	No. that at- t'nd'd school during the	No.of mos.	schooldur- ing the	Library	No. of Vol-	Paid for Books				louses a		No. of pupils	VALUE OF SCHOOL- HOUSES AND LOTS. (If no house, fill	Is it a Grad-	No. visits	No. visi
	year. Do not		year by qualified Teachers.†	during	the Distr't	for Library		No. of Stone.		No. of Frame.		seated in all the houses.	(If no house, fill the blank with "None."	ed School?	Supt.	or.
63	60	4	8	0		\$ 0	-		-	1			\$ 500		2	-6
. 4		14			15		6		٠			Studies P	URSUED IN THE SCI	TOOL.		
P. W.	OF EACH QUALIFIED TEACHER.†  No. of Months taught by each qualified Teacher.  Total of Wages and due each Teacher.										dicate t	ne studies by p	lacing a * against	each that is	taught.)	-
						Dollars.	1	Cents.	1. I	Readin	ıç,	X	100	[OTII]	ER STUDIE	S.]
~~~	017	071	ndal	1	/1	140		00		pellin	0	*	~	-		
-7	-0 F	1681	)			1770			3. \	Vritin	g,	+				
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		May 1				1 2 3				Chemi		, in the second				
		17			*		-			Physio						
	of Teachers			Males .						)rawii	-					
_	taught else ept. 6th, 187		the State	   Female	es				15. S	inging	g,					
									16. S	cience	e of (	Civil Gov	ernment,			

N. B.-If the following Report is correct, the Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If you cannot make the account balance, explain the reason on the opposite page of copy sent Superintendent, with other explanations, and do not foot the columns up alike unless they actually add up alike.

RECEIPTS.			EXPENDITURES.		
N. B.—Insert nothing here that has not come into the Assessors' hands; and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From all other sources." Money remaining in the hands of the Township Treasurer has not been "received" by the District, and no account should here be taken of it. Include that in "amount due the district."	Dollars.	Cents.	N. B—The amount "paid teachers" should here include what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "indebtedness" below; and the total vages of the year is shown in No. 16 above. Include nothing in either item save what has actually been paid out.	Dollars.	Cents.
Money on hand September 6, 1875	128	5-5-	Paid Male Teachers	140	00
Received from Two-Mill Tax during school year, 1876	124	56	Paid Female Teachers	64	00
Received from Primary School Fund 49 28,40	28'	40	Paid for Building or Repairing School Houses	10	48
Tuition of Non-resident Pupils	4	50	Paid on Bonded Indebtedness.		
Received from District Taxes for all purposes	5-0	00	Paid for all other purposes	40	40
Received from all other sources	13	5-8	Amount on hand September 4, 1876.	104	26
hand, September 6, 1875	35-9	5-9	Total Expenditures, including amount on hand	358	58
	Indebt	edness	of District for which Bonds have been issued, to September 4, 1876		
former in the second			lness for All purposes, September 4, 1876		
			he district from all sources, as near as known		.53
Director for the ensuing year	7200		Postoffice Dahlezzi	0	40
- the state of the			•		
I HEREBY CERTIFY, That the	above	e is	a correct Report from the aforesaid	d Dis	trict
No. 6 fraTownship of Lexas			for the School Year next preceding	ig the	1st
Monday of September, 1876.			Li suma		

\* FRACTIONAL DISTRICTS.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School-house is situated. See Section 81 of the School Laws.

(Signed)

Director.

Dated September 4

A separate statement should be made to the Clerk of each of the Townships in which the District is in part situated, giving merely to the number of children between the ages of five and twenty years residing in that part of the District situated within said Township; which statement must not go into the Inspector's report.

† QUALIFIED TEACHERS.—A "Qualified Teacher," within the meaning of the Statutes, is one who holds a Certificate in accordance with the provisions of the School Law. District Boards should know that all Teachers they employ possess such Certificate before beginning to teach a school, as the law directly prohibits the payment of public money to unqualified teachers. [See Sections 60 and 80.]

## OFFICE OF PUBLIC INSTRUCTION,

LANSING, MICH, July 1st, 1876.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

New Blanks for the Directors' Report are prepared and issued every year; and as changes and amendments are made yearly in these blanks, no reports should be made on old blanks if it can possibly be avoided. A full supply of blanks is sent annually to the County Clerks, to be distributed through the Township Clerks, or otherwise, to the several Districts.

PLEASE READ THE FOLLOWING NOTES ON BLANKS FOR 1876. The several headings in the blanks are numbered for convenience in reference:

No. 1.—The number of children in the District between the ages of 5 and 20 years with attending school. This does not include those who are 20,—only those under 20. The Director must take the children of the above ages, within the ten days next preceding the first Monday in September, and a list of the name verified by the oath of the Director, or of the person taking the census, must be furnished to the Township Clerk. [See Sec. 41 of the School Code.] No District is entitled to any share in the public school moneys without such list, with oath or affirmation.

No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice.

No. 3 is often erroneously filled. The true method of obtaining the average required is to add together the number of days of attendance of all the pupils, and divide this sum by the number of pupils who have attended school. This quotient, divided by the number of days constituting the month, to reduce to months, will give the average number required.

No. 4 should be filled with the number of months the school has been kept open during the year under qualified teachers.

No. 5 shows the number of books added to the Library during the year.

No. 6.—The books in the District Library. If the exact number cannot be ascertained, give the estimated number.

No. 7 is the amount paid for library books. Districts can now vote a tax for District Libraries.

Nos. 8, 9, and 10.—Do not fail to report fully under these heads. Let us know the number, material, and value of school-houses in the State, and how many pupils can be accommodated. If the district has no house, write "None."

No. 11.—Graded Schools.—If the school is separated into two or more departments, taught by more than one teacher during the whole time of school in the school year, it may reported as Graded.

No. 17.—Please be very particular to fill out the blanks against this number. It is very desirable to ascertain the exact number of different persons engaged in teaching in the public schools of the State during the year; and if all Directors will report, we may know.

FINANCIAL REPORTS.—Great pains have been taken to make the blanks for the Financial Reports plain and easily understood. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if any thing is due.

It is especially desired to have the name and Postoffice address of the director for the ensuing year. Write plain.

New Districts.—Districts set off during the year may, in making their first annual report, embrace the time a school has been kept by a qualified teacher in the district from which they have been set off, previous to the division.

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DANIEL B. BRIGGS,

ANNUAL REPORT of School Distric	et No (	1/2	of the	Town	nghin d	of V	1112		
County of Management						/		7 <b>7</b>	
ountry of the caretain	fg6-13	. 60 61	TO BOTTOOT	тпр	hecrors	, 101 1116	year 10	11.	
N. B.—Directors of Fractional Districts* u							nd be part	icular t	to
insert the name of	of the Town	ıship i	n which the	house	is situate	d, first.	11	12	13
No. of Chil-		No of	School-Houses	AND MA-			11		
dren in the No. that at Average No. of mos No. vols.  District bettind'd school No. of mos School dretween the during the ages of 5 and year. Do not (under) 20 years.  No. of mos School are school are in g the year by during the Dist (under) 20 years.  No. of mos No. vols.  No. of mos School dretween the during the Dist (under) 20 years.	in Paid for Boo r't for Library.	ks No. o	RIAL OF CONSTRUCT	No. of	No. of pupils who can be scated in all the houses.	Value of School- Houses and Lots (If no house, fill the blank with "None.")	Is it a Grad	lo. visits by Town'p Supt.	No. visits by Direct- or.
51 55 3/2 5 1	8	0	0/	0		\$ 5 6	0	2	1
14 15	16	3			C F	<b></b>			
No. of Mou	ths Total of Wa	iges paid				PURSUED IN THE S			
NAME OF EACH QUALIFIED TEACHER.† tangin by equalific Teacher.	e d er for the ye	II J Caca-	- (1	naicate t	ne studies by	placing a * against	each that is ta	ught.)	
	Dollars.	Cents.	1. Readii	ng,	+		[OTH	ER STUDI	ES.]
7/ 1- 1- P	X131	10	2. Spellir	ıg,	人				
Sand de Constitution de Albania	- A Zankay Dalan		3. Writin	()/					
Alexander			4. Arithr	, ,					, -
61	C F		5. Geogra				Jernie	est al	flech
Mullar 6	20	00	6. Gramt 7. U. S.	/					
			8. Algebra		1				
			9. Book-k	,	g. 4				
			10. Geome		O) F				
			11. Natura		losophy,				
	1		12. Chemis	stry,					
17			13. Physio						
Number of Teachers who had not pre- viously taught in some other school			14. Drawin	0.					
this school year. Females.			15. Singing		1 0				
			16. Science	or C	olvii Gov	ernment,			
FINANCIAL REPORT FOI	R THE	YI	EAR E	NDI	ING S	SEPTEM	BER	3, 18	877.
N. B.—If the following Report is correct, the Reunder its proper heading, and to enter no amount page of copy sent Superintendent, with other expla	twice. If	you ca	nnot make	the ac	count bala	nce, explain	the reason	on the	opposite
RECEIPTS.					EXPE	NDITUR	ES.		
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RECEIPTS.			EXPENDITURES.		
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Money on hand September 4, 1876 140,76	104	76	Paid Male Teachers.	3//	18
Received from Two-Mill Tax during School year, 1877 1635	0113	30	Paid Female Teachers		
Received from Primary School Fund 30.56+55	4 55	H	Paid for Building or Repairing School Houses		
Tuition of Non-resident Pupils	30	50	Paid on Bonded Indebtedness.	2 \	
Received from District Taxes for all purposes 5.11	55	11	Paid for all other purposes	57	4
Received from all other sources 15 49	7	25	Amount on hand September 3, 1877	86	11
Total receipts, including moneys on hand, September 4, 1876	3/4	16	Total Expenditures, including amount on hand	314	16
	Indebtedne-	s of Dis	strict for which Bonds have been issued, to September 3, 1877		
	Total Indeb	tedness	for ALL purposes, September 3, 1877		
	Amount du	e the Di	strict from all sources, as near as known		
Director for the ensuing year					

No. L. Township of ! Lufus for the School Year next preceding the 1st

Monday of September, 1877.

Dated September 1377.

<sup>\*</sup>Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School-house is situated. See Section 81 of the School Laws. A separate statement should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely the number of children between the ages of five and twenty years residing in that part of the District situated within said Township; which statement must not go into the Inspector's report.

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# OFFICE OF PUBLIC INSTRUCTION, LANSING, MICH., July 1st, 1877.

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No. 5 shows the number of books added to the Library during the year.

No. 6.—The books in the District Library. If the exact number cannot be ascertained, give the estimated number.

No. 7 is the amount paid for library books. Districts can now vote a tax for District Libraries.

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[See Sections 41 and 54.] Several Districts lose their money every year by not complying with the law in this respect.

HORACE S. TARBELL,

ANNUAL REPORT of School Distri								158 4			
County of	1	to t.	he Sc	hool	Ins	pect	ors, f	or the ye	ear 187	8.	
N. BDirectors of Fractional Districts*									d be partic	ular to	
insert the name of 1 2 3 4 5 6	of the 10t 7	vusnip i. 8	u wuw	9	isuse	18 8111	10	11	12	13	14
No. of Children in the District her tween the ages of 5 and (under) 20 count any	No. of Volumes in	Paid for B'k	No. of	SCHOOL-H	NSTRUCT	ND MA-	No. of propile who can be seated i	VALUE OF SCE PROPERTY. (I house, fill to blank with e "None.")	fuol Is it a the Graded ith School?	No. visits oy Town- ship Su-	No. visits by Di- rector.
(under) 20 count any twice. pupils. year by tend to qualified the year	Library.	Tot Motery	Stone.	No. of Brick.	No. of Frame.	Log.	all th houses.	e "None.")		perin't.	
58 76 4 152 61 1	15	\$						3			
15 16		17		Studies	Pursuei	D.					
Name of each Qualified Teacher.  No. of Mo taught by qualified Teacher.	onths each i e d er for the	each Teach-	(Indicate agai	the stud	ics by phat is ta	placing a	ı. *	Name th	te Text-books u	ised.	
	Dollars	Cents.	1.	Readir	ng,	!	* -	12711-9-	mphy	9200	10.2
11 /2 / X	1	177			0,		. ×	Sarah		1	
				w ritii Arithr	0.			Pres	10 11 1		
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1 14, 1-1	0	1 0			,			RESTRICT			
			11	U.S. Algeb			1	2 may see	9122		
				Book-l							
18			1	Physic	0 /		1				
Number of Teachers who taught in Males					,						
year, before teaching in this district. Females		-		Drawi Civil (	0.			5.0000.			
FINANCIAL REPORT FO	R TE	HE Y	11								878.
N. BIf the following Report is correct, the under its proper heading, and to enter no amound dition to the funds of the district, it should be and should also be included in the "Indebtedness	nt twice.	If mon in the it	en " R	advanc Leceivec	ect vy 1 fron	n all	one in other se	paying team ources." It i	is really m	oney bo	10868, 010
RECEIPTS.								DITUR			
N. B.—Insert nothing here that has not come into the Assessor's hand put nothing under any head save what the head indicates. Moneys from overdrawn, or advanced by any person, or loaned, should be under the "From all other sources." Money remaining in the hands of the To Treasurer has not been "received" by the District, and no account should be taken of it. Include that in "Amount due the district."	ls; and polle funds e head waship ld here	ars. Cents.	N. B actuall previou "indeb above.	—The amy paid dur is year, an otedness '' Include i	nount "ping the y d not wh below; a nothing i	paid teacyear, inc hat may and the in either	chers" sho inding all still be du total wage item save	uld here include that was paid on he. The latter wil s of the year is s what has actually	what has been balance due for l appear in the hown in No. 16 been paid out.	Dollars	. Cents.
Money on hand September 3, 1877		66 16	Paid	Male T	'eacher	s				100	0/10
Received from Two-Mill Tax during School year, 1878	10	8 13	Paid	Female	e Teac	chers.				30	tt
Received from Primary School Fund.	2	9 13	Paid	for Buil	ding o	or Rep	airing So	chool Houses			
Inition of Non-resident Pupils.			Paid	on Bone	ded In	debted	ness				2
Received from District Taxes for all purposes	15	111	Paid	for all c	ther p	urpose	s			37	27
Received from all other sources			Amou	nt on ha	and Sej	ptemb	er 2, 1878				<u> </u>
Total receipts, including moneys on hand, September 2	1878 35	3 03	Т	otal Ex	nendit	ures, i	neluding	amount on ha	ınd	35%	03
Total receipts, including moneys on hand, september 2		tedness of	10					n issued			
								, 1878			
0.7								as known			
()								Cell			
I HEREBY CERTIFY, That											
No. Chrost Township of \$ 1000	)			for t	he ,	Scho	ol Ye	ear next	precedi	ng th	e 1st
Monday of September, 1878.  Dated September			-		j.	7_	11				
David Soptomoor		(Sig	sned,	)	S	1/	1./-	Cluz		Direc	tor.
				-			/				

<sup>\*</sup>Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School house is situated. See Section 81 of the School Laws.

A separate statement should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely the number of children between the ages of five and twenty years, residing in that part of the District situated within said Township; which statement must not go into the Inspector's report, nor into this.

‡ Be particular to insert here only the name of the Township in which the School-house is situated.

# OFFICE OF PUBLIC INSTRUCTION, LANSING, MICH., July 1st, 1878.

To the School Directors of the State of Michigan:

The Superintendent earnestly requests Directors to use great care and diligence in filling up correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

No reports should be made on old blanks if it can possibly be avoided. A full supply of blanks is sent annually to the County Clerks, to be distributed through the Township Clerks, or otherwise, to the several Districts. If you need more, apply to this office.

PLEASE CAREFULLY READ THE FOLLOWING NOTES ON BLANKS FOR 1878. The several headings in the blanks are numbered for convenience in reference:

No. 1.—The number of children in the District between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. The Directors must take a census of the children of the above ages, within the ten days next preceding the first Monday in September, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Township Clerk. No District is entitled to any share in the public school moneys without such list, with oath or affirmation. Read section 41 of the school code, before taking the census.

No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice. If by any error, the exact number cannot be told, give an estimate.

No. 4 should be filled with the number of days the school has been kept open during the year under qualified teachers.

No. 7.—If the exact number of books cannot be ascertained, give the estimated number. The Annual Report of this Department is now sent to those districts and towns only having libraries.

Nos. 9, 10, and 11.—Do not fail to report fully under these heads. Let us know the number, material, and value of school-houses in the State, and how many pupils can be accommodated. If the District has no house, do not merely leave all blank, but write "None."

No. 12.—Graded Schools.—If the school is separated into two or more departments, taught by more than one teacher during the whole time of school in the school year, it may be reported as Graded;—not otherwise.

No. 18.—Please be very particular. It is very desirable to ascertain the exact number of different persons engaged in teaching in the public schools of the State during the year; and if all Directors will report, we may know. If you do not know, state according to your belief.

FINANCIAL REPORTS.—Great pains has been taken to make the blanks for the Financial Reports plain and easily understood. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where "bonds" have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the District," if any thing is due, from the town treasurer or other sources.

It is especially desired to have the name and Postoffice address of the Director for the ensuing year. Write plain.

New Districts.—Districts set off during the year may, in making their first annual report, embrace the time a school was kept by a qualified teacher in the District from which they have been set off, previous to the division, and since the beginning of the school year.

Three blanks will be forwarded to each Director of a School District. On the back of one will be found this Circular. On this blank the Director will, immediately at the close of the school year, make out his Annual Report to the Inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the Annual Meeting for its approval. On the back of the other two will be found a blank for the census list, with affidavit attached. On the face of those the Director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the Township Clerk, or some other proper officer, and deliver both to the Township Clerk; and the Township Clerk, after comparing and correcting the two, so that they will agree with the Inspectors' Report, will forward one of them to this office. If the Director's Report is not made before the Annual Meeting,—as it should be,—it must be made directly after, to entitle the District to its share of the public money. [See Sections 41 and 54.] Several Districts lose their money every year by not complying with the law in this respect.

HORACE S. TARBELL,

# ANNUAL REPORT of School District No. County of County of to the School Inspectors, for the year 1879.

N. B.—Directors of Fractional Districts\* will add the word 'Fractional" after the Number above, and be particular to insert the name of the Township in which the house is situated.

	0	7	-		9			10	11		12	13	1.4
No. of Children in the No. that at District bettind'd school tween the ages of 5 and year. Do not not not not not not not not not no	f added to	No. of volumes in the Distr't	Paid for books	No. of	SCHOOL-I	Houses A	AND MA-	No. of pupils who can be	VALUE OF SPROPERTY. house. fil blank "None.")	SCEOOL (If no I s l the G	s it a	No visits by Town-	No. visits
(under) 20 count any twice.  qualified attended Teachers.	ed   the year.	Library.	\$	No. of Stone.	No. of Brick.	No. of France.	No. of Log.	all the houses.	None.")	with Se	chool?	perin t.	trict offi- cers.
37/35 1/60	201	401	18/1	<b>y</b>		/		36	60	8 1	N8	3	3
15	16	17			STUDIES !	Pursuei	),			19			
NAME OF EACH QUALIFIED TEACHER.	No. of Month tanght by eac qualifie Teacher.	Total of W and due e er for the	Vages paid ach Teach- year.	(Indicate again	the stud st each t	ies by p hat is ta	lacing a ught.)	*	Name	the Text-	books us	sed.	
6 lla 19 10		Dollars.	Cents.	1. Reading,t.									
Isaac Slinger 1-	4	80	20	2. S	pellin	g,	. *		)	1.1.	10		*******
Ollar Light	<u> </u>	3 p	CO 1		Vritin	_				Contained	alc		
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					algebr Book-k	,				ello	110		
				10. G		-	( ) /						
		-		11. N									
18		-		12. C									
Number of Teachers who taught in Males some other district in this school year, before teaching in this district. Femal				13. P	otany								
20. Has the district a Dictionary? Am Has it a G				15. D									
Has it Maps? Ale.	1000.7.2			16. C	ivil G	overi	nment	,					
FINANCIAL REPORT	r Foi	2 TH	FV	FAI	2 II	ND	INC	T SE	PTEM	(BE	P 1	107	0
	~	~~~~~~	+-0	-4			1110		L LIST.		1.	, .101	U.
N. B.—If the following Report is correct amount under its proper heading, and to penses, in addition to the funds of the disborrowed, and should also be included in the many should be should also be included in the many should be sh	enter no trict, it el the "Indel	amount fould be	twice. include	If mo	ney is e item	adva "Rec	nced l eived alike	by any o from all unless t	ne in po	ying t urces." ally as	eacher It is	r or oth	er ex-
N. BInsert nothing here that has not come into the Assess	or's hands: a	nd Dollars.	. Cents.	N. B	-The amo	ount " pa	id teache	ers" should	here include	what has	been	Dollars.	Cents.
put nothing under any head save what the head indicates. Mo overdrawn, or advanced by any person, or loaned, should be "From all other sources." Money remaining in the hands Trensurer has not been "received" by the District, and no accorded to the control of the transfer of the transfe	neys from fun e under the he of the Townshount should he	ds ad hip ere		actually previous "indebte above. I	oaid durin year, and dness" be nclude no	ng the ye not wha elow; ar othing in	ar, include t may stind the tot either it	ding all that ill be due. 'tal wages of em save wha	here include was paid on The latter wil the year is set has actually	balance du ll appear in hown in N been paid	n the No. 17 d out.		
21. Money on hand September 2, 1878		17	966	28. Pai	d Male	Teach	ers					58	58
22. Received from Two-Mill Tax		77	×5	29. Pai	l <sub>_</sub> Fema	ıle Tes	ichers					24	XX.
23. Received from Primary School Fund		51	15	30. Paid	l for B	uilding	or Re	pairing S	chool-hous	es			
24. Received from tuition of Non-resident Pupils			46	31. Paid	d on Bo	nded I	ndebte	dness					
25. Received from District Taxes for all purposes		110	+	32. Paid	for all	lother	purpos	es				66	14
26. Received from all other sources			16	33. Amo	ount on	hand	Septem	ber 1, 187	79			253	8/
27. Total receipts, including moneys on hand, Septe	ember 1, 187	79 1/2	5/5	34. Tota	al expe	nditure	es, inclu	iding amo	ount on ha	ınd		423	15
·		5. Indebte										7	
	30	3. Total I	ndebtedn	ess for	ALL pu	rposes,	Septe	mber 1, 1	879	43	/	48	75
(	-/	11 -						s near as	known				
Director for the ensuing year		1-7	1		Post	office_		( 2 2	1011	3			*********
I HEREBY CERTIFY, 2	1 1							-		-	,		
Monday of September, 1879.	0.71.0				1100			)					
Dated September 12 th 1	879.		(Sign	ned)			7.	1	112)		D	irecto	<i>1</i> °.

<sup>\*</sup>Fractional Districts.—A full report from a Fractional District should be made only to the Clerk of the Township in which the School house is situated. See Section S1 of the School Laws. A Separate Statement should be made to the Clerk of each of the other Townships in which the District is in part situated, giving merely the number of children between the ages of five and twenty years, residing in that part of the District situated within said Township; but such statement must not go into this report, nor into the Inspectors' Report. Sec. 82, School Laws.

\*\*Be particular to insert here only the name of the Township in which the School-house is situated.

## DEPARTMENT OF PUBLIC INSTRUCTION, )

Lansing, Mich., July 1st, 1879.

To the School Directors of the State of Michigan:

Directors are earnestly requested to use great care in filling correctly all the blanks in this Report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

No report should be made on old blanks. A full supply of blanks is sent annually to the County Clerks, to be distributed through the Township Clerks, or otherwise, to the several Districts. If you need more, apply to the County Clerk.

Please carefully Read the following Notes on Blanks for 1879. The several headings in the blanks are numbered for convenience in reference:

No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. The Director must take a census of the children of the above ages, within the ten days next preceding the first Monday in September, and a list of the names, verified by the oath of the Director, or of the person taking the census, must be furnished to the Township Clerk. No District is entitled to any share in the public school moneys without such list, with oath or affirmation. Read section 41 of the school code, before taking the census.

No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

No. 4 should be filled with the number of days the school has been kept open during the year under qualified teachers.

No. 5.—From the Teachers' Reports find the number of days each scholar attended school; add these numbers together and divide the total thus obtained by the number of scholars that attended school, and the result will be the item required.

No. 7.—If the exact number of books cannot be ascertained, give the estimated number. The Annual Report of this Department is now sent only to those Districts and Townships having Libraries.

Nos. 9, 10, and i1.—Do not fail to report fully under these heads. Let us know the number, material, and value of school-houses in the State, and how many pupils can be accommodated. If the District has no house, do not merely leave all the spaces blank, but write "None."

No. 12.—Graded Schools.—If the school is separated into two or more departments, taught by more than one teacher during the whole time of school in the school year, it may be reported as Graded; not otherwise.

No. 18.—Please be very particular. It is very desirable to ascertain the exact number of different persons engaged in teaching in the public schools of the State during the year; and if all Directors will report we may know. If you do not know, state according to your belief.

FINANCIAL REPORTS.—Great pains has been taken to make the blanks for the Financial Reports plain and easily understood. Full and correct accounts should be kept by the District Board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the District," if anything is due, from the township treasurer or other sources.

It is especially desired to have the name and postoffice address of the Director for the ensuing year. Write plainly.

NEW DISTRICTS.—Districts set off during the year may, in making their first annual report, embrace the time a school was kept by a qualified teacher in the District from which they have been set off, previous to the division, and since the beginning of the school year.

Three blanks will be forwarded to each Director of a School District. On the back of one will be found this Circular. On this blank the Director will, immediately at the close of the school year, make out his Annual Report to the Inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented for approval at the Annual Meeting. On the back of each of the other blanks will be found a blank for the census list, with affidavit attached. On the face of those the Director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the Township Clerk, or some other proper officer, and deliver both copies to the Township Clerk before the second Monday in September. If the Director's Report is not made before the Annual Meeting,—as it should be,—it must be made directly after and before the second Monday in September, to entitle the District to its share of public money. See Section 54, as amended by Legislature of 1879. Several Districts lose their money every year by not complying with the law in this respect.

[No. 24.] Before filling this blank, read the notes and instructions: ANNUAL STATISTICAL REPORT of School District No. 6 / of the Township of County of /promotes to the School Inspectors, for the year 1880. [ If the district is a fractional one write the word "fractional" after the No. above, and insert the name of the township in which the school-house is situated.] 12 No. of children in the district between the ages of 5 and (under) 20 years. No. that attended school during the year. (Do not count any twice.) No. of School-Houses and Ma No. vols. added to district library during the year. VALUE OF SCHOOL No. of days' school during the year by Total No. of volumes in the district library. TERIAL OF CONSTRUCTION. PROPERTY. Total indebtedness for all purposes, Sept. 6, 1880. year by qualified teachers. No. of No. of (If no house, fill the Frame. Log. blank with "None.") 180 13 14 15 STUDIES PURSUED. 18 No. of Months taught by each qualified and due each Teacher for the year. TEXT-BOOKS USED. (Indicate the studies by placing a \* against each that is taught.) NAME OF EACH QUALIFIED TEACHER EMPLOYED. (Give Names of Authors.) 1. Reading, 2. Spelling, . 3. Writing, . 4. Arithmetic, . 5. Geography, 6. Grammar, . 7. U. S. History, ., 8. Algebra, . . . 9. Book-keeping, . 10. Geometry, . . 11. Nat. Philosophy, 12. Chemistry, . . 13. Physiology, . . . 14. Botany, . . . Number of teachers who taught in some (Males...O...) ther district during this school year, before teaching in this district. 15. Vocal Music . 16. Drawing . . . 17 Has the district a Dictionary? LEQ. Has it a Globe? MA Has it Maps? A. 17. Civil Government, FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 6, 1880 READ THIS.—If the following Report is correct, the totals of Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money is advanced by any one in paying teacher or other expenses, in addition to the funds of the district, it should be included in the item "Received from all other sources." It is then gettially add an alike they actually add up alike. EXPENDITURES. RECEIPTS. READ THIS.—\*\*\* Insert nothing here that has not come into the Assessor's hands; give exact amount of each fund separately and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From all other sources." Money remaining in the hands of the Township Treasurer has not been "received" by the District, and no account should here be taken of it. Include that in "Amount due the district," (Item 12, above). READ THIS.—\*\*The amount "paid teachers" should here include what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "indebtedness" (Item 11, above), and the total wages of the year is shown in Item 15, above. Include nothing in either item save what has actually been paid out. Dollars. 1. Paid Male Teachers ... 1. Money on hand September 1, 1879..... 5. Paid Female Teachers 2. Received from One Mill Tax... 3. Received from Primary School Interest Fund\_-3. Paid for Building or Repairing School-houses \_\_ 4. Paid for Library Books and care of Library. 4. Received from Library Fund .... 5. Received from tuition of Non-resident Pupils. 5. Paid on Bonded Indebtedness .... 6. Paid for all other purposes... 6. Received from District Taxes for all purposes. 8. Total receipts, including moneys on hand, September 1, 1879 121 12 8. Total expenditures, including amount on hand. Name of the Director for the ensuing year Level to the Postoffice address United I HEREBY CERTIFY That the above is a correct Report from the aforesaid District No. Courship of Land Colling to for the School Year next preceding the first Monday of September, 1880. Dated September 1880. (Signed) J. J. J. Director.

(Approved) J. B. J. Cisto Moderator.

## DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., July 1, 1880.

To the Director:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

"Is the School a Graded One?"

If the district is organized under the primary school law (with a board consisting of three members) the school being separated, however, into two or more departments, taught by more than one teacher at the same time, and during the whole time that school is maintained in the year; or if the district is organized under the graded school law, (with a board consisting of six members), in either case, the question, "Is the school a graded one?" should be answered in the affirmative.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

ITEM No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. The director must take a census of the children of the above ages, within the ten days next preceding the first Monday in September, and a list of the names, verified by the oath of the director, or of the person taking the census, must be furnished to the township clerk. No district is entitled to any share in the public school moneys without such list, with oath or affirmation. Read Section (49) of the General School Laws of 1879, before taking the census.

ITEM No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

ITEM No. 4.—Give the exact number of days the school has been taught during the year by qualified teachers. If your district is a new one set off during the year from an old district, it should, in making its first annual report embrace the time a school was taught by a qualified teacher in the old district previous to the division, and since the beginning of the school year.

ITEMS Nos. 5 AND 6—These items are to be given only in case the township library has been divided into driet libraries. If the exact an ober of books cannot be ascertained, give the estimated number. The annual reports of this Department are now sent only to those districts and townships having libraries. Your careful attention is referred to Circular No. 7, respecting libraries, which was recently sent you.

## FINANCIAL

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail, time and again, to make a correct report, putting not only themselves, but others to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct accounts should be kept by the district board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

## BLANKS AND REPORTS.

Three blanks will be forwarded to each director of a school district. On the back of one [No. 24,] will be found this circular. On this blank the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No. 25,] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the township clerk, or some other proper officer, and deliver both copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly after and before the second Monday in September, to entitle the district to its share of public money. [See Section (56) General School Laws of 1879.] Several districts lost their public moneys last year by not complying with the law in this respect. No report should be made on old blanks. A full supply of blanks is sent annually to the county clerks, to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

CORNELIUS A, GOWER,

Before filling this blank, read the notes and instructions. ANNUAL STATISTICAL REPORT of School District No. 6 Practional of the Township of County of / Salarage to the School Inspectors, for the year 1883.

[If the district is a fractional one write the word "fractional" after the No. above, and insert the name of the township in which the school-house is situated.]

Is the School a Graded one? [See Note.]															
1	2	3	4	5	6		7	7		8	9		10	11	12
between the	tended school during the year. (Do not	resident	No. of days' school dur- ing the year by qualified teachers	district	Total No. of volumes in the district library.	No. of	IAL OF CO	ONSTRUC	No. of	pils who can be seated in all the	PROPERTY.	1 the	Indebtedness of district for which bonds have been issued.	form all and termess	Amount due dis- trict from all sources, as near as known.
	47	0	169	16	56	6	/	6	0	80	1600		\$	\$	9665
		13			14		15			STUDIES PURS	UED.			16	
NAME OF	EACH QUALI	FIED TEACH	HER EMPLO	ED.	No. of Monthstaught by each qualified teacher.		each Te	paid eacher	(Indicat	e the studies b inst each that is	y placing a * i taught.)			T-Books Used.	.)
Sus T. M	Surje Gyder 2 dry Dollars. Cent 49 00 00 00								2.	Reading,	1 1		18.		
anna	a /[	ans	Lorc		3	60		80	4 5 5 (	Arithmet deograph	· · · · X ic, · · / ly, · · · / Grammar,				
			• • • • • • • • • • • • • • • • • • • •						7.	U. S. His	story,				
						<b>*</b>			9.	Algebra,	, . x				
, Total					89 lugs	198	7 0	0	11.	Geometry Physiolog	ду,				
17. Has the	district a 1	Dictionary	? Has	s it a Glo	obe?	Has it M	laps?.	140		Nat. Phil Botany,					

## FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 3, 1883.

READ THIS.— If the following Report is correct, the totals of Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money is advanced by any one in paying teacher or for other expenses, in addition to the funds of the district, it should be included in the item "Received from all other sources." It is really money borrowed, and should also be included in the "Indebtedness" (Item 11, above). Do not foot up the columns alike unless they actually add up alike.

RECEIPTS.			EXPENDITURES.		
READ THIS.— Insert nothing here that has not come into the Assessor's hands; give exact amount of each fund separately, and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From all other sources." Money remaining in the hands of the Township Treasurer has not been "received" by the District, and no account should here be taken of it; include that in "Amount due the district." (Item 12, above).	Dollars.	Cents.	READ THIS.—As The amount "paid teachers" should here show what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "indebtedness" (Item 11, above), and the total wages of the year is shown in item 15, above. Include nothing in any item save what has actually been paid out, except in item 7.	Dollars.	Cents.
1. Money on hand September 4, 1882	192	47	1. Paid Male Teachers	90	80
2. Received from One-Mill Tax	1/1	80	2. Paid Female Teachers	104	80
3. Received from Primary School Interest Fund			3. Paid for Building or Repairing School-houses	543	95
4. Received from Library Fund (Fines, Penalties, etc.)			4. Paid for Library books and care of Library	12	85
5. Received from tuition of non-resident Pupils			5. Paid on Fonded Indebtedness	57	H
6. Received from District Taxes for all purposes	5.8.6.	93	6. Paid for all other purposes	54	90.
7. Received from all other sources			7. Amount on hand September 3, 1883	84	70
8. Total receipts, including moneys on hand September 4, 1882.	894	40	8. Total expenditures, including amount on hand	890	40
Name of the Director for the ensuing year.	4, 1	82	123 Postoffice address O.S.M.C.	und	7
			correct Report from the aforesaid Di for the School year next preceding		
Monday of September, 1883.					
Dated September 5 2 1883.			011.		
	(St	ignee	d) X 14, 490ll Dire	ector.	

## DEPARTMENT OF PUBLIC INSTRUCTION, )

Lansing, Mich., July 2 1883.

To the Director:

You are earnestly requested to use great care in filling correctly all the blanks in this report Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

## "Is THE SCHOOL A GRADED ONE?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher at the same time, and during the whole time that school is maintained in the year; or if the district is organized under the graded school law (with a board consisting of six members), in either case, the question, "Is the school a graded one?" should be answered in the affirmative.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

ITEM No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. Read Compiler's Section 49 of the General School Laws of 1881, before taking the census.

ITEM No. 2. Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

ITEM No. 4.—Give the exact number of days the school has been taught during the year by qualified teachers. If your district is a new one, set off during the year from an old district, it should, in making its first annual report, embrace the time a school was taught by a qualified teacher in the old district previous to the division and since the beginning of the school year.

Items Nos. 5 and 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to Libraries are excluded from the apportionment of library moneys as made by the County Treasurer.

## FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail, time and again, to make a correct report, putting not only themselves, but others, to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

BLANKS AND REPORTS.

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It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

HERSCHEL R. GASS,

Before filling this blank, read the notes and instructions.

ANNUAL STATISTICAL REPORT of School District No. 6 // of the Township of

I I UIC (IISTITED IS A ITACCIONAL ONE, WITH THE	d "fractiona	1" after the	e No. a	hove and insert the name of the	ne township in which the school-he	1884.	ted 1
				one? [See note.]. M.D	10 11	12	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
No of children No. that attended school No. of non No. of days' No. voluded		No. of School	L-Houses	S AND MA- No. of Pu- VALUE OF SC	HOOL Indebtedness of dis-	Amount du	
between the during the ages of 5 and year. (Do not (under) 20 count any years, twice.)	y the district	No. of No. of Stone. Brick	of No.	of No. of ed in all the	bonds have been Sept. 1, 1884.		-
4 40 1 176-6	1-1		1	6 30 1/4	\$ 8 8 8 8	\$	
13	14	15	16	STUDIES PURSUED.	16	10	
Name of each Qualified Teacher Employed.	No. of Months taught by each qualified	1 I and dro one	h Teach-	(Indicate the studies by placing a * against each that is taught.)	TEXT-BOOKS USEI		
Di Ent The Dish to	teacher.	Dollars.	Cents.	1 Outhousehor V	A S. Ban		
MUN CRULLICA L'ANGELLA	×	74	50	<ol> <li>Orthography, ★</li> <li>Reading, ★.</li> </ol>			
Frank Milson	75 days	1.50_	0.6.	3. Writing, 4. Arithmetic,			
Garres & M. Laughlin	3	87	00	5. Geography, . x			
				6. English Grammar, 7. U. S. History, x			
				8. Civil Governments 9. Algebra	§		
				10. Geometry,			
Total	8 15 du	281	50	11. Physiology, x 12. Nat. Philosophy,			
17. Has the district a Dictionary?	Globe? Mo.	Has it Map	s 245	13. Botany,			
FINANCIAL REPORT	FOR	THE	T	EAR ENDING	SEPTEMBER	1, 188	4.
enter each amount under its proper headi for other expenses, in addition to the func- really money borrowed, and should also be they actually add up alike.	ds of the d	listrict, it	shoul	d be included in the iter edness" (Item 11, above).	n "Received from all other	sources."	It is
RECEIPTS.  READ THIS,—## Insert nothing here that has not co	ma into the As	Dollars.	Cents.		nt "paid teachers" should here sho	w Dollars.	Cents.
sessor's hands; give exact amount of each fund separately ing under any head save what the head indicates. Mone overdrawn or advanced by any person, or loaned, should head "From all other sources." Money remaining in the Township Treasurer has not been "received" by the Daccount should here be taken of it; include that in "A district" (Item 12, above).	, and put noth	1-	Contract	what has been actually paid duri	ng the year, including all that was pair, and not what may still be due. The edness" (Item 11, above), and the totalem 15, above. Include nothing in an paid out, except in item 7.	d	
1. Money on hand September 3, 1883						У	
		84	20	I. Paid Male Teachers		237	11
2. Received from One-Mill Tax		110	70	<ol> <li>Paid Male Teachers</li> <li>Paid Female Teachers</li> </ol>	·	237	50
Received from One-Mill Tax      Received from Primary School Interest Fund.		110	70 \$0 63		· ·	237	50
		87 110 167	70 \$0 63 81	2. Paid Female Teachers  3. Paid for Building or Re	· ·	257	50
3. Received from Primary School Interest Fund.	s, etc.)	87 110 167 6	90 \$0 63 81	2. Paid Female Teachers  3. Paid for Building or Re	pairing School-houses	200	50
<ul><li>3. Received from Primary School Interest Fund.</li><li>4. Received from Library Fund (Fines, Penaltie</li></ul>	s, etc.)	87 110 167	90. \$0. 63. 81. 84.	<ol> <li>Paid Female Teachers</li> <li>Paid for Building or Re</li> <li>Paid for Library books</li> <li>Paid on Bonded Indebte</li> </ol>	pairing School-houses	200	69
<ul><li>3. Received from Primary School Interest Fund.</li><li>4. Received from Library Fund (Fines, Penaltie</li><li>5. Received from tuition of non-resident Pupils.</li></ul>	s, etc.)	87 110 167	90 \$0 63 81 34 95	<ol> <li>Paid Female Teachers</li> <li>Paid for Building or Re</li> <li>Paid for Library books</li> <li>Paid on Bonded Indebte</li> <li>Paid for all other purpo</li> </ol>	pairing School-housesand care of Libraryduess	257	69 64
<ul> <li>3. Received from Primary School Interest Fund.</li> <li>4. Received from Library Fund (Fines, Penaltie</li> <li>5. Received from tuition of non-resident Pupils.</li> <li>6. Received from District Taxes for all purposes</li> </ul>	s, etc.)	87 110 167 6 243	95	<ol> <li>Paid Female Teachers</li> <li>Paid for Building or Re</li> <li>Paid for Library books</li> <li>Paid on Bonded Indebte</li> <li>Paid for all other purpo</li> <li>Amount on hand Septem</li> </ol>	pairing School-housesand care of Libraryduess	200.	69
<ol> <li>Received from Primary School Interest Fund.</li> <li>Received from Library Fund (Fines, Penaltie</li> <li>Received from tuition of non-resident Pupils.</li> <li>Received from District Taxes for all purposes</li> <li>Received from all other sources.</li> </ol>	s, etc.) mber 3, 1883,	87 110 167 6 243 9 622	95	<ol> <li>Paid Female Teachers</li> <li>Paid for Building or Re</li> <li>Paid for Library books</li> <li>Paid on Bonded Indebte</li> <li>Paid for all other purpo</li> <li>Amount on hand Septem</li> <li>Total expenditures, inch</li> </ol>	pairing School-houses	200.	69
3. Received from Primary School Interest Fund. 4. Received from Library Fund (Fines, Penaltie 5. Received from tuition of non-resident Pupils. 6. Received from District Taxes for all purposes 7. Received from all other sources	mber 3, 1883,	84 110 167 6 243 	95. 83.	2. Paid Female Teachers  3. Paid for Building or Re  4. Paid for Library books  5. Paid on Bonded Indebte  6. Paid for all other purpo  7. Amount on hand Septem  8. Total expenditures, included the septemble of the septemble	pairing School-houses	237 44 200 80 622 1116	
3. Received from Primary School Interest Fund.  4. Received from Library Fund (Fines, Penaltie 5. Received from tuition of non-resident Pupils.  6. Received from District Taxes for all purposes 7. Received from all other sources	mber 3, 1883,	84 110 167 6 243 	95. 83.	2. Paid Female Teachers  3. Paid for Building or Re  4. Paid for Library books  5. Paid on Bonded Indebte  6. Paid for all other purpo  7. Amount on hand Septem  8. Total expenditures, included the septemble of the septemble	pairing School-houses	237 44 200 80 622 1116	
3. Received from Primary School Interest Fund.  4. Received from Library Fund (Fines, Penaltie 5. Received from tuition of non-resident Pupils.  6. Received from District Taxes for all purposes 7. Received from all other sources.  8. Total receipts, including moneys on hand Septement Pupils.  Name of the Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY, The Director for the ensuing year I HEREBY CERTIFY AND I HEREBY CERTIFY AN	mber 3, 1883,	84 110 167 6 243 	95. 83. 12.	2. Paid Female Teachers  3. Paid for Building or Re  4. Paid for Library books  5. Paid on Bonded Indebte  6. Paid for all other purpo  7. Amount on hand Septem  8. Total expenditures, included the septemble of the septemble	pairing School-houses	237 44 200 80 622 1116	first

## DEPARTMENT OF PUBLIC INSTRUCTION,

To the Director:

Lansing, Mich., July 1, 1884.

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless, from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

## "Is THE SCHOOL A GRADED ONE?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher, at the same time, and during the whole time that school is maintained in the year; or if the district is organized under the graded school law (with a board consisting of five members), in either case, the question, "Is the school a graded one?" should be answered in the affirmative.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

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ITEMS Nos. 5 AND 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to Libraries are excluded from the apportionment of library moneys as made by the County Treasurer.

## FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail, time and again, to make a correct report, putting not only themselves, but others, to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

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It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

HERSCHEL R. GASS,

[No. 24.] Before filling this blank, read the notes and instructions. ANNUAL STATISTICAL REPORT of School District No. 6 (Fract) Of the Township of County of Malassagoto the School Inspectors, for the year 1885. [If the district is a fractional one write the word "fractional" after the No. above, and insert, the name of the township in which the school-house is situated.] 100.... Is the School a graded one? No. of children in the district tended school hopes of 5 and during the year. (Donet (under) 20 count any years. No. of School-Houses and Ma-No. of days' No. vols. Total No. of Indebtedness of dis-PROPERTY. volumes in the district school dur-ing the year by qualified teachers. bonds have been (If no house, fill the blank with "none.") Sept. 7, 1985. litrary. as known. Stone. Brick. Frame. Log. 50 13 14 15 STUDIES PURSUED. 16 of Months Total wages paid and due each Teach-er for the year. TEXT-BOOKS USED. (Indicate the studies by placing a\* against each that is taught.) NAME OF EACH QUALIFIED TEACHER EMPLOYED. taught by each qualified q n a l i Dollars. | Cents. 1. Orthography, 7. 2. Reading. . 7. 3. Writing, . .-. 4. Arithmetic, .-5. Geography, . \* 6. English Grammar, 7. U.S. History, \* 8. Civil Government 9. Algebra, . . . x 10. Geometry, . . . 11. Physiology, . .× 12. Nat. Philosophy, 17. Has the district a Dictionary? AMAI as it a Globe? M. Has it Maps? Mo. 13. Botany, . . . FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER READ THIS.— If the following report is correct, the total of Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money is advanced by any one in paying teacher or for other expenses, in addition to the funds of the district, it should be included in the item "Received from all other sources." It is really money borrowed, and should also be included in the "Indebtedness" (Item 11, above). Do not foot up the columns alike unless they actually add up alike. RECEIPTS. EXPENDITURES. READ THIS.— \*\* Insert nothing here that has not come into the Assessor's hands; give exact amount of each fund separately, and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From all other sources." Money remaining in the hands of the Township Treasurer has not been "received" by the District, and no acco nt should he e be taken of it; include that in "Amount due the district" (Item 12, above). READ THIS.— \*\*\* The amount "paid teachers" should here show what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "indebtedness" (Hem II, above), and the total wages of the year is shown in item 15, above—Include nothing in any item save what has actually been paid out, except in item 7. Dollars. Dollars. Cents. 1. Paid Male Teachers. 1. Money on hand September 1, 1884.... 2. Received from One-Mill Tax..... 2. Paid Female Teachers..... 3. Paid for Building or Repairing School-houses. 3. Received from Primary School Interest Fund..... 4. Received from Library Fund (Fines, Penalties, etc.)..... 4. Paid for Library Books and care of Library 5. Received from tuition of non-resident Pupils... 5. Paid on Bonded Indebtedness. 6. Received from District Taxes for all purposes ..... 6. Paid for all other purposes..... 7. Received from all other sources. 7. Amount on hand September 7, 1885\_.... 8. Total receipts, including moneys on hand September 1, 1884, 8. Total expenditures, including amount on hand. Name of the Director for the ensuing year..... Postoffice address...

I HEREBY CERTIFY, That the above is a correct Report from the aforesaid District No.

[Insel] Township of [Insel] [Ins

## DEPARTMENT OF PUBLIC INSTRUCTION, )

Lansing, Mich., July 1, 1885.

To the Director:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

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It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

THEODORE NELSON,
Superintendent of Public Instruction.

## Before Filling this Blank, Read the Notes and Instructions.

ANNUAL STATISTICAL REPORT of Sci	nool Distri	ct No.6	Fran	ctionalof	the T	ownsh	nip of	Texa	5		
County of Ka	rlam	ojor		to the	Schoo	l Insp	ector	s, for the Ye	ar 1889.		
[If the District is a fractional one, write the wo	rd "fractions	al" after t	he No.		insert th	ne name	e of the	township in w		ol house is	iituated.]
$1   1_{\frac{1}{2}}   2   2_{\frac{1}{2}}$	3 4	HE SC	6	A GKA	4 <i>DED</i> 7	OIVI	\$	9	10	11	12
No. of children in the district between the ages of 5 and (under) 20 years.	school du ing the ye by qualifi	ar district lil ed pary durin	o of vol'i b- in tl ng distr	MATERIAL I		No. of	pils who can be seated in all the	e	of district for which bonds have been issued.	edness for all	Amount due district from all sources as near as known.
38 18 39 18	5. 18	1			/		50	\$ 13-00	\$ 0	\$ 0	\$ /
13	14	15		STUD	IES PURS	UED.			16	<u> </u>	
NAME OF EACH QUALIFIED TEACHER EMPLOYED.	Number of months taught by each quali- fied teacher.	Total wages I due each for the year	Teacher	(Indicate the	e Studies by			(6	TEXT BOOKS		
James He Mc Langhlin		Dollars.	Cants.	2. Rea	hograph	. ,	x   -	Ha	rpers		
Sheldon Coleman	3	60			iting, hmetic,		x -	Rol	12264	Ł	
					graphy. dish Gr		x	3.	winda	J.1	
				7. U. S	S. Histo	ry,	x.  -	S	cals.	dans	
				9. Alg	ebra,		-				
		290		II. Phy	rsiology	, .	x .				
Total,	obe? Jun Ha		No.	12. Nat 13. Bota	ural Ph any,	·	hy,   -				
FINANCIAL REPO	RT FO	R TH	E Y	EAR E	NDI	NG	SE	PTEMBE	R 2, 1	889.	
READ THIS.— If the following repo	rt is correct,	the total	of Rec	eipts and	Expend	itures	will b	palance. Ca	re should b	e taken to	enter each
amount under its proper heading, and to enter nefunds of the district, it should be included in the											
"Indebtedness" (Item II, above.) Do not foot											
RECEIPTS.								PENDITU		1	
READ THIS.— We Insert nothing here that has not Assessor's hands; give exact amount of each fund sepenothing under any head save what the head indicates, funds overdrawn or advanced by any person, or loaned, the head "From all other sources," Money rem uning in Township Treasurer has not been "received" by the account should here be taken of it; include that in "a district" (Item 12 above).	t come into the rately and put Moneys from should be under the hands of the District and no amount due the	DOLLARS,	CENTS.	READ what has on balanc latter wil wages of t save what	THIS.—A been actu e due for l appear he year is has actu	The ally paid previous in the "shown ally bee	amount d during is year, 'indebte in item en paid	"paid teachers the year, including and not what madeness" (Item 11: 15 above. Include out, except in Ite	' should here ng all that way still be due above), and the nothing in an m. 7.	s show so paid	LARS. CENTS.
1. Money on hand September 3, 1888		183		1. Paid	Male Te	achers.	100			2	90
2. Received from One-Mill Tax		108	69	2. Paid	Female	Teache	ers				
3. Received from Primary School Interest Fund		54	14	3. Paid	for Buil	lding o	r Repa	iring School Ho	uses		
4. Received from Library Fund (Fines, Penalties	, etc.)		27	4. Paid	for Libr	cary Bo	ooks an	d care of Libr	ary		
5. Received from tuition of non-resident pupils.		-	-	5. Paid	on Bono	ded Ind	lebtedn	es <b>s</b>			
Received from District Taxes for all purposes		98	17	6. Paid	for all	other p	urposes	S			0 10
all other sources		5	20	7. Amor	unth	and Se	eptemb	er 2, 1889			0 92
8. Total receipts, including moneys on hand, Sep	tember 3, 188	8 451	02	8. Total	expendi	itures,	includi	ng amount on	hand	43	102
N. B.—Is Physiology and Hygiene taught in Name of the Director for the Ensuing year  Did your district vote to furnish free test	your School	as provide	ed in A			Post	Office	Address	shter	ne	
I HEREBY CERTIFY, T											
Monday of September, 1889.											
Dated September	1889.		(8	signed)	0	1.	B.,	Kinn	y	Dir	ector.
*		(	Арри	igned) coved)	A	Pory	lo	lmes	0		erator.

## DEPARTMENT OF PUBLIC INSTRUCTION,)

Lansing, Michigan, July 2, 1889.

#### To the Director:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

#### "IS THE SCHOOL A GRADED ONE?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher, at the same time, and during the whole time that school is maintained in the year; or if the district is organized under the graded school law (with a board consisting of five members), in either case, the question, "Is the school a graded one?" should be answered in the affirmative.

#### STATISTICAL:

[The numbers refer to the items correspondingly numbered in the blanks.]

ITEM No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. Read Compiler's Section 49 of the General School Laws of 1885, before taking the census.

ITEM No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the <u>sum</u> as the whole <u>number of children</u> attending school during the year. This is wrong. It is the number of <u>different children</u> who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

ITEM No. 4—Give the exact number of days the school has been taught during the year by qualified teachers. If your district is a new one, set off during the year from an old district, it should, in making its first annual report, embrace the time a school was taught by a qualified teacher in the old district previous to the division and since the beginning of the school year.

ITEMS Nos. 5 AND 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to Libraries are excluded from the apportionment of library moneys as made by the County Treasurer.

## FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail, time and again, to make a correct report, putting not only themselves but others, to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board, in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

## BLANKS AND REPORTS.

Three blanks are forwarded to each director of a school district. On the back of one [No. 13] will be found this circular. On this blank the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No 14] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the township clerk or some other proper officer, and deliver both copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly afterward, and before the second Monday in September, to entitle the district to its share of pube annually to the Secretary of the County Board of School Examiners to adistributed through the township clerks to the several districts. If you need more, apply to the township clerk.

## FREE TEXT BOOKS,

Act No. 147, Public Acts of 1889, requires the qualified voters of every school district, excepting those organized under special charter, to vote at the annual school meeting in 1889, upon the question of furnishing free text books to all pupils in the district. It further provides that the district board in districts adopting free text books, shall so state in their annual report. On the face of this blank, and also on blank No. 14, will be found the question "Did your district vote to furnish free text books, as provided in Act No. 147, Public Acts of 1889?" Please answer this question "Yes" or "No," as the case may be.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

## JOSEPH ESTABROOK.

## Before Filling this Blank, Read the Notes and Instructions.

ANNUAL STATISTICAL REPORT of the School District No. 6 Fract of the Township of Texas

County of Kalamazon to the School Inspectors, for the Year 1891.

[If the District is a fractional one, write the word "fractional" after the No. above, and insert the name of the township in which the school house is situated.]

IS THE SCHOOL A GRADED ONE?

	IS THE SCHOOL A GRADED ONE? VICT																			
		1	11/2	2		21/2	3	4	5	6			7		8	9		10	11	12
distric	et be of 5 a ars.	etween the nd (under)	dren in the dist'ct be tween the ages	No, between 5 that attended during the year not count any	twice.)	8 and 14 years of age	non-res	school dur- ing the year	added to	of vol'ms in the dis- trict li-	No. of	No. of	No. of	No. of	pils who can be seated in	Proper	se fill with	of district for which bonds	ness for all	Amount due district from all sources as near as known.
14	1	4 18	10	14 10	24	10		180	0			/			80	\$130	50	\$ 0	\$ (	\$
>	13 14 13								15		STUD	ies Pu	RSUED.					16		
	NAME OF EACH QUALIFIED TEACHER EMPLOYED.						N n m b e nouths to by each qua eacher.	r of Total aught diffed the y	for (Ind	icate the							PEXT BOOKS ve Names of A			
	12-C	Calife Goldel					2		LARS, CENT	1.	Orthog					Ha	24	hers		
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C	0	thel		12.1.1.1	ey		3	E	0	6.	Geogra Englis	h Gra	mmar,			El.	- 4	stons		
										8.	U.S. I Civil C Algebr	dovern		<del>-</del>		40	11.1.	G		
										10.	Geome Physio	etry,		-						
	Total,  Has the district a Dictionary Get Has it a Globe, get Has it Ma									12.	Natura Botany	al Phil	losoph	у, -						
							(/													

## FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 7, 1891.

READ THIS.—IF If the following report is correct, the total of Receipts and Expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money is advanced by any one in paying teacher or for other expenses, in addition to the funds of the district, it should be included in the item "received from loans." It is really money borrowed and should also be included in the "Indebtedness" (Item 11, above). Do not foot up the columns alike unless they actually add up alike.

RECEIPTS.				EXPENDITURES.		
READ THIS.— Insert nothing here that has not come into the Assessor's hands; give exact amount of each fund separately and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From Loans." Money remaining in the hands of the Township Treasurer has not been "received" by the District and no account should here be taken of it; include that in "amount due the district." (Item 12, above.)		CENTS.	ISDC	READ THIS.— The amount "paid teachers" should here show what is been actually paid during the year, including all that was paid on balance of previous year, and not what may still be due. The latter will appear the "indebtedness" (Item 11, above.) and the total wages of the year is wan in item 15, above. Include nothing in any item save what has actually en paid out, except in Item 7.	Dollars.	CENTS.
1. Money on hand September 1, 1890	72.	0.8	1.	Paid Male Teachers	140	
2. Received from One-Mill Tax	103	97	2.	Paid Female Teachers	100	
3. Received from Primary School Interest Fund	7.8	76	3.	Paid for Building or Repairing School Houses		
4. Received from Library Fund (Fines, Penalties, etc.)	3	45	4.	Paid for Library Books and care of Library		
5. Received from tuition of non-resident pupils			5.	Paid on Indebtedness (Principal)		
6. Received from District Taxes for all purposes	125	15	6.	Paid Interest on Loans		
7. Received from Loans			7.	Paid for all other purposes	30	30
8. Received from all other sources		69	8.	Amount on hand September 7, 1891	93	80
9. Total receipts, including moneys on hand, September 1, 1890.	354	10	9.	Total expenditures, including amount on hand	334	10
N. B.—Is Physiology and Hygiene taught in your School- Name of the Director for the Ensuing year		//	/	No. 165, Public Acts of 1887?  Postoffice Address  blic Acts of 1889?		
I HEREBY CERTIFY, That the	,			correct Report from the aforesaid		
the first Monday of September, 1891						
Dated September2	1		gn	ed) N. B. Kinney	Dire	ector.
	(A)	prove		) APHoling	Moder	ator.

## DEPARTMENT OF PUBLIC INSTRUCTION,

To the Director:

Lansing, Michigan, June 29, 1891.

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL A GRADED ONE?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher, at the same time, and during the whole time that school is maintained in the year; or if the district is organized under the graded school law (with a board consisting of five members), in either case, the question, "Is the school a granded one?" should be answered in the affirmative.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

Item No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. Read Compiler's Section 49 of the General School Laws of 1889, before taking the census.

Item No. 2.—Directors have sometimes added the total number of scholars attending the winter school to the total number in the summer school, and reported the <u>sum</u> as the whole <u>number of children attending school</u> during the year. This is wrong. It is the number of <u>different children</u> who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

Item No. 4.—Give exact number of days the school has been taught during the year by qualified teachers. If your district is a new one set off during the year from an old district, it should, in making its first annual report, embrace the time a school was taught by a qualified teacher in the old district previous to the division and since the beginning of the school year.

Items Nos. 5 and 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to Libraries are excluded from the apportionment of library moneys as made by the County Treasurer.

## FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail time and again, to make a correct report, putting not only themselves but others, to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

## BLANKS AND REPORTS.

Three blanks are forwarded to each director of a school district. On the back of one [No. 13] will be found this circular. On this blank the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No. 14] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the township clerk or some other proper officer, and deliver both copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly afterward, and before the second Monday in September, to entitle the district to its share of public money. [See Compiler's Section 50, General School Laws of 1889.]

No report should be made on old blanks. A full supply of blanks is sent annually to the Secretary of the County Board of School Examiners to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

## FREE TEXT BOOKS.

Act No. 147, Public Acts of 1889, requires the qualified voters of every school district, excepting those organized under special charter, to vote at the annual school meeting in 1889, upon the question of furnishing free text books to all pupils in the district. It further provides that the district board in districts adopting free text books, shall so state in their annual report. On the face of this blank, and also blank No. 14, will be found the question, "Does your district furnish free text books, as provided in Act No. 147, Public Acts of 1889?" Please answer this question "Yes" or "No," as the case may be.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

## FERRIS S. FITCH,

				,				
BEFORE I	FILLING	THIS	BLANK.	READ	THE	NOTES	AND	INSTRUCTIO

NNUAL STATISTICAL REPORT of the School District No. 6 Machof the Township of Kalandara to the School Inspectors for the Year 1894												
										-	4	
[If the District is a fractional one, write the word "fractional IS THE SCH				2	e of the	e town	iship in	which th	e school h	ouse is si	tuate	d:J
1 1½ 2 2½ 3  No. of children in the No. of chill-No. between 5 & 20 yrs. No. between No. of No.	4.	5	6 6½	No. of School	Nouses	and 3	8	9 Value of eably	10	11	1	12
district between the dren in that attended school 8 and 14 non-res-sch ages of 5 and (under) the district during the year. (Do years of age 1 de n t log tween 8 not count any twice.) that attend-pupils. by (	ol dure add the year distri qualified brary	ed to of ict ii- in	vol'ms district the dis- ct li-flag and	No, of School Material of No, of No, of	Constructi	ion.	pils who can be seated in		bonds have	edness f all purpos Sept. 3,189	or distr	sources near as
Male, Fem. Total. der) 14 years. Male Fem. Total. during the year.					Frame.	Log.	houses. If	fill the blank with "none"	d)	C.	do.	
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13 14	1			ES PURSUED.				-	16		- 5	
NAME OF EACH QUALIFIED TEACHER EMPLOYED.  No. of month taught been qualified teacher.	y due each t			Studies by pach that is to	placing aught.)				BOOKS USE			
	DOLLARS	CENTS	-									
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J			Botany, Civil Gove	ernment,	×.		Lares	21 ~- 3				
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FINANCIAL REPORT FOR	THE	YE	AR EN	NDINC	G S	EP	TEM	BER	3, 1	894.		
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(Approved)....

...Moderator.

## DEPARTMENT OF PUBLIC INSTRUCTION, )

TO THE DIRECTOR:

Lansing, Michigan, July 1, 1894.

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL A GRADED ONE?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher, at the same time and during the whole time that the school is maintained in the year; or if the district is organized under the graded school law (with a board consisting of five members), in either case, the question, "Is the school a graded one?" should be answered in the affirmative.

#### STATISTICAL

[The numbers refer to the items correspondingly numbered in the blanks.]

Item No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. Read Compiler's Section 49 of the General School Laws of 1889, before taking the census.

Item No. 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice. If by any error the exact number cannot be told, give an estimate.

Item No. 4.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, it should, in making its first annual report, embrace the time a school was taught by a qualified teacher in the old district previous to the division and since the beginning of the school year.

Items Nos. 5 and 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to libraries are excluded from the apportionment of library moneys as made by the County !reasurer.

## FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood, and yet some directors fail, time and again, to make a correct report, putting not only themselves, but others to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board in a book provided for that purpose, of all moneys received or paid out by them. Report the bonded indebtedness, where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due, from the township treasurer or other sources.

## BLANKS AND REPORTS.

Three blanks are forwarded to each director of a school district. On the back of one [No. 13] will be found this circular. On this blank the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No. 14] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank, and fill out the back with the census list, and swear to the affidavit before the township clerk or some other proper officer, and deliver both copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly afterward, and before the second Monday in September, to entitle the district to its share of public money. [See compiler's Section 50, General School Laws of 1893.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the county leeks to the several districts. If you need more, apply to the township clerk.

## FREE TEXT-BOOKS.

Act No. 147, Public Acts of 1889, requires the qualified voters of every school district, excepting those organized under special charter, to vote at the annual school meeting in 1889, upon the question of furnishing free text-books to all pupils in the district. It further provides that the district board in districts adopting free text-books, shall so state in their annual report. On the face of this blank, and also blank No. 14, will be found the question, "Does your district furnish free text-books as provided in Act No. 147, Public Acts of 1889?" Please answer this question "Yes" or "No," as the case may be.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

BEFORE FILLING THIS BLANK, READ THE NOTES AND INSTRUCTIONS.

ANNUAL STATISTICAL REPORT of the Science	chool Dis	trict No.	6 Gro	cchof	the Towns	hip of	1.	Leady,			
County of Kills	(-1 1-3	10		to	the School	Inspector	rs for	the Year	1897.		
[If the District is a fractional one, write the word				ve, and in	sert the nan					house is	situated
1 1½ 2 2½	IE SCHO	OL LEG.	ALLY 6	GRADE 6½	D?_[/W]	7	8	9	10	11	12
No. of children in No. of (under) 20 yrs. that No. be-		No					No. of	Value of school	Indebted-		Amount
and (under) 20 district (Omit non-residents 14 years of age that	non- resi-	hool added district		mes No. of U. S.	No. of school material of c	l houses and construction.	pupils who can be seat-	If no	ness of district for which	Total indebted- ness for all purposes	due district from all
gand   any twice   Lattended	pupile qua	lified durin the ye	g libra		No. of No. of Stone Brick.	No. of No. of	ed in all the houses.	property fill the blank with "none."	bonds have been issued.	Sept. 6, 1897.	near as known.
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0 /2 20 0 1/1/00/1/0	14	1.			/		16	(2)			
13	No. of mon		ages paid		TUDIES PURSUI	en l					
NAME OF EACH QUALIFIED TEACHER EMPLOYED.	taught by each qualifi teacher.	and du ed teacher	e each for the	(Indicate	the studies by a	placing a*			T-BOOKS US:		
all alient bolo	9,	DOLLARS	7	Algebi	·a,	x -		Mense	ys)		
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Total,				Readin U. S. I	listory, -			ZY fr. L	fel.c	,	•
17. Has the district a Dictionary? ( Has it a Gl	obe?	Has it Ma	ps?_/	Writin	g,	XI.		Mus	ull	1	Syd water
FINANCIAL REPORT											
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* RECEIPTS.						EX	KPENDI	ITURES.			
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1. Money on hand September 7, 1896		121	09	1. Paid	Male Teache	rs				218	00
2. Received from One-mill Tax		87	90	2. Paid	Female Tea	chers				40	00
3. Received from Primary School Interest Fund		37	4-1		for building						
4. Received from Library Fund (Fines, Penalties, Dog			2-1	4. Paid	for Library I	Books and o	eare of L	ibrary			
5. Received from Tuition of Non-resident Pupils			20	5. Paid	on Indebted	ness (Princi	pal)				
6. Received from District Taxes for all purposes exce One-mill Tax		150		6. Paid	Interest on	Loans				-	
7. Received from Loans				7. Paid	for all other	purposes				77	51
8. Received from all other sources				8. Amor	unt on hand S	September (	6, 1897			67	43
9. Total Receipts, including moneys on hand Septemb	er 7, 1896	402			Expenditure					1	94
		<u> </u>	7 1								
N. B.—Is Physiology and Hygiene taught in Name of the Director for the ENSUING year Does your District furnish free text-books	r	ed in Act	No. 14	7, Publi	Posto	office Add	ress	17-1-1	1/41	178.75	
I HEREBY CERTIFY,		the ab	ove i		orrect r						
No. 6 Fract, Township of	f. 40										
the first Monday of September,	1897.	1000					7)	)			
Dated September		1897. (Si	aned	)		le	1	o R	ix	Direct	ton
		(App)	roved	)	L,	4,10	nes	<u> </u>		Moder	rator.

## DEPARTMENT OF PUBLIC INSTRUCTION,

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Lansing, Mich., July 1, 1897.

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## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher at the same time and during the whole time that the school is maintained in the year, or if the district is organized under the graded school law (with a board consisting of five members),—in either case the question, "Is the school legally graded?" should be answered in the affirmative.

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## BLANKS AND REPORTS.

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## FREE TEXT-BOOKS.

Act No. 147, Public Acts of 1889, requires the qualified voters of every school district, excepting those organized under special charter, to vote at the annual school meeting in 1889, upon the question of furnishing free text-books to all pupils in the district. It further provides that the district board in districts adopting free text-books, shall so state in their annual report. On the face of this blank, and also blank No. 2 will be found the question, "Does your district furnish free text-books as provided in Act No. 147, Public Acts of 1889?" Please answer this question "Yes" or "No," as the case may be.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

Jason E. Hammond

## BEFORE FILLING THIS BLANK, READ THE NOTES AND INSTRUCTIONS.

ANNUAL STATISTICAL	REPORT	of the	School	District	No. 6 Fract of	the	Township	of Jems
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			2011 23022	The state of the s	Ja 460	
County	of Kalamagor	to the	e School	Inspectors for	the Year	1898.

If the	District i	is a fractional	one, write	the	word	fractional"	after	the !	No.,	and	insert	the	name	of th	e township	in	which	the .	school	house	is si	ituated.	]
				1.8	THE	SCHOOL	I.EG	4 A T.	<i>T. V</i>	GR	A DEL	D2	17	1									

1	1 1/2	<b>Ω</b>		21/2	. 3	4	5	6	6½			7		8	9	10	11	12
No. of children in the district be- tween the ages of 5 and (under) 20 years.		No. between (under) 20 y attended a during the (Omlt non-rand do not	rs. that school year. esidents	tween 8 and (under) 14 years of age that	non- resi-	No.of days' school during the year by	district	of volum	t volumes No. of in the U.S. district flags.		No. of pupils who can be seat-	Value of school property.	Indebted- ness of district for which	Total indebted- ness for all purposes	Amount due district from all			
Male Fem. Total.	8 and (under)	any twi	ce.)	attended school dur- ing the year.	dent pupils.	qualified teachers.	library during the year.	librar	et flags.	Stone	Brick.	Fr'me	Log.	ed in all the houses.	property fill the blank with "none."	bonds have been issued.	Sept. 5, 1898.	sources as near as known.
8 7 15	4	6 7	13	5	2	173	none	50	/		/			75	\$1200	\$ 0	\$ (	\$ 0
		13			1	14	15							16				
NAME OF EAC	rh Qualifi	IED TEACHE	R EMPL	OYED.	taug each q	ht by	otal wage and due e eacher fo year.	r the	(Indicate	the stude each t	lies by	placing	; a *			T-BOOKS US		
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									Orthog Physiol	ogy,			· X	(J. ()	1256	95-76-6-		
Total,					8-13 254 00			Reading U. S. H	istory,	-		X X		713/				
	A NC			PORT	-1			VEA	Writing	ND	INIC		FD'	TEM	DED	E 1		

## OR THE YEAR ENDING SEPTEMBER 5, 1898.

READ THIS.—IF If the following report is correct, the total of receipts and expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teacher or for other expenses, it should be included in the item "Received from loans." It is really money borrowed, and should also be included in the "Indebtedness" (item 11 above). Do not foot up the columns alike unless the actually add up alike.

RECEIPTS.		EXPENDITURES.										
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1. Money on hand September 6, 1897  2. Received from one-mill tax.  3. Received from primary school interest fund.  4. Received from library fund (fines, penalties, dog tax, etc.)  5. Received from tuition of non-resident pupils.  6. Received from district taxes for all purposes except one-mill tax.  7. Received from loans.  8. Received from all other sources.	191	1. Paid male teachers  2. Paid female teachers  3. Paid for building or repairing school houses  4. Paid for library books and care of library  5. Paid on indebtedness (principal)  6. Paid interest on loans  7. Paid for all other purposes  8. Amount on hand September 5, 1898										
9. Total receipts, including moneys on hand September 6, 1897 35	1 06		331	30								
N. B.—Is physiology and hygiene taught in your school as provided in Act No. 165, Public Acts of 1887?  Name of the Director for the ENSUING year  Does the district furnish free text-books, according to Act No. 147, Public Acts of 1889?  One of the Director for the ENSUING year  One of the Director for the ENSUING year  One of the Director for the ENSUING year  Postoffice Address  If so, please state what year it was voted to furnish them?  One of the Director for the ENSUING year  Postoffice Address  One of 1889?  One of the Director for the ENSUING year  One of 1889?  One of 1889?												
I HEREBY CERTIFY, That the at No. 6 (Frel), Township of Effective the first Monday of September, 1898.  Dated September 5 4 1898.												
	igned)	) & Sickip D	irecto	r.								
App	proved)	) Lafones M	Iodera	utor.								

#### BEFORE FILLING THIS BLANK STUDY THE FOLLOWING INSTRUCTIONS.

## DEPARTMENT OF PUBLIC INSTRUCTION,

TO THE DIRECTOR:

Lansing, Mich., July 1, 1898.

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

#### "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the primary school law (with a board consisting of three members), the school being separated, however, into two or more departments, taught by more than one teacher at the same time and during the whole time that the school is maintained in the year, or if the district is organized under the graded school law (with a board consisting of five members),—in either case the question, "Is the school legally graded?" should be answered in the affirmative.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

Item No. 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20,—only those under 20. Read Compiler's Section 49 of the General School Laws of 1889, before taking the census.

Item No. 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong. It is the number of different children who have attended school that is required. Be particular to count no scholar twice and do not include non-residents. If by any error the exact number cannot be told, give an estimate.

Item No. 4.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, it should, in making its first annual report, embrace the time a school was taught by a qualified teacher in the old district previous to the division and since the beginning of the school year; also give date of organization.

Items Nos. 5 and 6.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of law relative to libraries are excluded from the apportionment of library moneys as made by the County Treasurer.

#### FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood; and yet some directors fail, time and again, to make a correct report, putting not only themselves but others to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board in a book provided for that purpose, of all moneys received or paid out by them. Report the "bonded indebtedness" where bonds have been issued. The "total and other debts. Do not fail to give "amount due the district," if anything is due from the township treasurer or other sources.

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Respectfully,

Superintendent of Public Instruction.

Jason E. Hammond

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Respectfully,

Superintendent of Public Instruction.

Josen E. Hammo.

BEFORE FILLING THIS BLANK, READ THE NOTES AND INSTRUCTIONS.

	DEFOID FIELDS		<u></u>
NIIAL STATISTICAL	REPORT of the School	District No. 6 Fract of the Township of	lexas

County of Galainazoo

to the School Inspectors for the Year 1899.

If the District is a fractional one, write the word "fractional" after the No., and insert the name of the township in which the school house is situated.]

-			-				18 11.	LES	HOOL	HEUAI		VII DI									
1	1		1 ½		2		21/2	3	4	5	6	6½		7	7		8	9	10	11	12
the	o. of children in he district been the ages of 5 and (under) 20 yrs. that attended school during the year. 8 and (under) 20 years.  No. between 5 and (under) 20 yrs. that attended school during the year. (Om't non-residents and do not count any twice.)  No. between 5 and (under) 20 yrs. that attended school during the year. and do not count any twice.)				No. be- tween 8 and (under) 14 years of age that attended school dur-	No. of non-resident pupils.		added to	Total No. of volumes in the district library.	No. of school houses and material of construction U. S. flags.  Stone Brick Fr'me Log.		etion.	No. of pupils who can be seated in all the houses.	Value of school property.  If no property fill the blank with	Indebted- ness of district for which bonds have been issued.	purposes	Amount due district from all sources as near as known.				
Iale.	Fem.	Total.	14 years.	Male.	Fem.	Total.	ing the year.			the year.			Stone	Brick.	т ше	Log.		"none."			
.6	7	17	5	4	3	7	3	2	120	0	30	/		1			75	\$1200	\$ 0	\$ 0	\$ 0
14 15 16																					
NAME OF SALIFIED TEACHER EMPLOYED.  No. of months taught by each qualified teacher.								tht by ualified	Fotal wage and due e teacher fo year	each or the	STUDIES PURSUED. (Indicate the studies by placing a* against each that is taught.)					TEXT-BOOKS USED. (Give names of Authors.)					
						-	DOLLARS, CENTS.				Algebra,										
Carrie Rix								6	//6	00	Arithmetic, X Cofinson's										
												Civil C	overn	ment,	-	· Y -	Pat	terry	ills.	and .	Town
									Geometry,												
									Grammar, X					Red my Ofelloggis,							
												Natur		osophy	7,	-				9	//
												Orthog	graphy	, -		-					
										Physiology, -				- 8	Steele's.						
								-				Readin	-	-		-1 -	Ma	rfer	),		
	otal,		wiet e D	-		les.	 Has it a G	lobe	les. H	116	00	U.S. I		7, -		-X -	71/	essis	nar	is,	
1.	rias ti	ie dist	rict a D	Cuons	ary! _g	,	II as It a G	10001	7 III	as it map	5.7.2211	VV I I UII	8, -	-				2.51.50.50.1			
FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 4, 1899.																					
										-			-						^	-7 7-7	7 , 7

READ THIS.—If the following report is correct, the total of receipts and expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teacher or for other expenses, it should be included in the item "Received from loans." It is really money borrowed, and should also be included in the "Indebtedness" (item 11 above). Do not foot up the columns alike unless they actually add up alike.

RECEIPTS.	manuscript (1975) and the second seco	EXPENDITURES.									
READ THIS.—[27] Insert nothing here that has not come into the Assessor's hands; give exact amount of each fund separately and put nothing inder any head save what the head indicates. Moneys from funds over-rawn or advanced by any person, or loaned, should be under the head From Loans." Money remaining in the hands of the Township Treasurer has not been "received" by the district and no account should be here taken of it; include that in "Amount Due the District" (item 12 above).	DOLLARS,	CENTS.	READ THIS.— The amount "paid teachers" should here show what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "Indebtedness" (item it above) and the total wages of the year is shown in item 15 above, Include nothing in any item save what has actually been paid out, except in item 8.	DOLLARS.	CENTS.						
Money on hand September 5, 1898	2/	6/	1. Paid male teachers								
Received from one-mill tax	-7.7-	7-7-	2. Paid female teachers	-1.1.6.	00						
3. Received from primary school interest fund	22	86	3. Paid for building or repairing school houses								
4. Received from library fund (fines, penalties, dog tax, etc.)	2	32	4. Paid for library books and care of library								
5. Received from tuition of non-resident pupils			5. Paid on indebtedness (principal)	3.2	40						
			6. Paid interest on loans		40						
7. Received from loans	32	40	7. Paid for all other purposes	-3-1-	80						
' other sources			8. Amount on hand September 4, 1899	-7-6-	7						
Total receipts, including moneys on hand September 5, 1898	257	3/	9. Total expenditures, including amount on hand	257	5/						
N. B.—Is physiology and hygiene taught in your school as provided in Act No. 165, Public Acts of 1887?  Name of the Director for the ENSUING year  Postoffice Address  Postoffice Address  If so, please state what year it											

was voted to furnish them? ...... (Do not confuse this law with the one authorizing school officers to furnish books free to poor children.

I HEREBY CERTIFY, That the above is a correct report from the aforesaid District No. 6 Fract., Township of Texas, for the School Year next preceding the first Monday of September, 1899.

Dated September Minth, 1899.

(Signed) Control Moderator.

(Approved) Moderator.

**												
[Report Form No. 1.] 9,500												
	ING THIS BLANK, READ THE NOTES AND INSTRUCTIONS.											
ANNUAL STATISTICAL REPORT of the S	ANNUAL STATISTICAL REPORT of the School District No. 6 Part of the Township of Taxas Washing & Almana											
County of Calannagoo to the School Inspectors for the Year 1900.												
[If the district is a fractional one, write the word "fractional" after the No., and insert the name of the township in which the school house is situated.]												
IS THE SCHOOL LEGALLY GRADED? NO												
8 5 13 7 5 5 10 8	0 180 0 50 1 1 75 81200 \$ 00 800 8 00											
19	20 21 22											
NAME OF EACH QUALIFIED TEACHER EMPLOYED.	No. of months taught by each qualified teacher.  Total wages paid and due each teacher for the year.  STUDIES PURSUED.  (Indicate the studies by placing a * against each that is taught.)  (Give names of authors.)											
Corrie Rij	9 DOLLARS CENTS Algebra,											
(	Botany, Civil Government, - X Patturagle & Faurusono											
	Geography, X Workers											
	Geometry,											
***************************************	Grammar, - X 1820 Thellogo											
	Orthography											

# FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 3, 1900.

180 00

23. Has the district a dictionary? Let Has it a globe? Leo

Dated September 3 rd

Physics, Physiology, Reading,

U. S. History,

minano

Writing,

READ THIS.—IF If the following report is correct, the total of receipts and expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teacher or for other expenses, it should be included in the item "Received from loans." It is really money borrowed, and should also be included in the "Indebtedness" (item 11 above). Do not foot up the columns alike unless they actually add up alike.

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1. Money on hand September 4, 1899	16	91	2. Paid female teachers	180	00						
2. Received from one-mill tax	77	54	3. Paid for site								
3. Received from primary school interest fund	26	82	repairs	28	18						
4. Received from library fund (fines, penalties, dog tax, etc.)		76	Paid for library books and care of library      Paid on indebtedness (principal)								
5. Received from tuition of non-resident pupils.			6. Paid interest on loans								
6. Received from district taxes for all purposes except one-mill tax	150	10	apparatus								
7. Received from loans			7. Paid for all other purposes free text-books fuel	21	00						
8. Received from all other sources			insurance	162	95-						
9. Total receipts, including moneys on hand September 4, 1899	332	13	Amount on hand September 3, 1900      Total expenditures, including amount on hand	332	13						
Name of the Director for the ENSUING year 6	vin	a.	Soughlaw Postoffice Address OPhlines								
N. B.—Is physiology and hygiene taught in your school	as prov g to Sec is law w	ided in etion 4 with the	Section 4680 of Compiled Laws? Les 775 of Compiled Laws? No								
I HEREBY CERTIFY, That the			s a correct report from the aforesai	d Dis	trict						

No. 6 (Throof), Township of Texas the first Monday of September, 1900. , for the School Year next preceding .....1900. (Signed) L. L. Riy Director.
(Approved) Lone Moderate

Moderator.

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#### STATISTICAL

[The numbers refer to the items correspondingly numbered in the blanks.]

- Item 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This coes not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws, before taking the census.
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Great care has been taken to make the blanks for the financial reports plain and easily understood; and yet some directors fail, time and again, to make a correct report, putting not only themselves but others to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board in a book provided for that purpose, of all moneys received or paid out by them. Report the "bonded indebtedness" where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due from the township treasurer or other sources.

## BLANKS AND REPORTS.

Three blanks are forwarded to each director of a school district. These suggestions, as may be seen, are on the back of No. 1. On the other side the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), swear to the affidavit before the township clerk or some other proper officer, and deliver both copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly afterward and before the second Monday in September, to entitle the district to its share of public money. [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

Superintendent of Public Instruction.

Josem E. Hammond

BEFORE FILLING THIS BLANK, READ THE NOTES AND INSTRUCTIONS. ANNUAL STATISTICAL REPORT of the School District No. 6 (3nd ) of the Township of Jean Calling to Almera County of Kalamersoo to the School Inspectors for the Year 1902. [If the district is a fractional one, write the word "fractional" after the No., and insert the name of the township in which the school house is situated.] IS THE DISTRICT LEGALLY GRADED ACCORDING TO SECTION 4746 OF THE COMPILED LAWS? 14 15 16 17 No. children
between
14 and 18
yrs. of age
that
attended
school
during
the year. No. between 5 and (under) 20 yrs. that attended school during the year. (Omitnon-residents and do not count any twice.) Value of school property. Amount due the district from all sources as near as known. Indebted-Total indebted-ness for all purposes Sept. 1, 1902. No. of children in district between the ages of 5 and (under) 20 years. No. of days' school during the year by qualified teachers. ness of
district for
which
bonds have
been
issued. in district If no between 14 and 18 property, fill the blank with "none." Male. Fem. Total. Male. Fem. Total. vears of age. pupils. 0 0 50 1500 19 20 No. of months taught by each qualified teacher. Total wages due STUDIES PURSUED. TEXT-BOOKS USED. teacher for the year. NAME OF EACH QUALIFIED TEACHER EMPLOYED. (Indicate the studies by placing a \* against each that is taught.) (Give names of authors.) DOLLARS. CENTS Algebra, Canrie Rosingene Arithmetic, Botany, Falengiel ( , & Laurener Civil Government, General History, Geography, Hud Hellog Geometry, Grammar, Orthography, Penmanship, Physics, Physiology, Reading, 22. Has the district a dictionary? Les Has it a globe? Les Has it maps? The U.S. History, Has it other supplies required by law? Lev 27. Studies above eighth grade pursued in school: Is a school house to be built during ensuing year? he 24. Cost of same ... 28. No. pupils pursuing the same. 25. No. daily recitations. 29. No. legal voters in district in 1902... 26. No. graduated from eighth grade during year... 30. No. legal voters that attended school meeting in 1902. FINANCIAL REPORT FOR THE YEAR ENDING SEPTEMBER 1, 1902. READ THIS.—If the following report is correct, the total of receipts and expenditures will balance. Care s' to the to enter each amount under its proper heading, and to enter no amount incice. If more more than on Junus of advanced by any one in paying teacher or for other expenses, it should be included in the item "Received from loans." It is really money borrowed, and should also be included in the "Indebtedness" (item 16 above). Do not foot up the columns alike unless they actually add up alike. EXPENDITURES. RECEIPTS. READ THIS.— F The amount "paid teachers" should here show what has been actually paid during the year, including all that was paid on balance due for previous year, and not what may still be due. The latter will appear in the "Indebtedness" (item 16 above) and the total wages of the year is shown in item 20 above. Include nothing in any item save what has actually been paid out, except in item 8. READ THIS.— Is Insert nothing here that has not come into the assessor's hands; give exact amount of each fund separately and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "From Loans." Money remaining in the hands of the township treasurer has not been "received" by the district and no account should be here taken of it; include that in "Amount Due the District" (item 17 above). Item 1 must agree with item 8 in "expenditures" of last year's report. Items 2, 3, 4, and 6 should be stated specifically. DOLLARS. CENTS. DOLLARS. CENTS. 1. Paid men teachers..... 16 186 2. Paid women teachers..... 1. Money on hand September 2, 1901..... 79. 3. Paid for site. Received from one-mill tax..... repairs..... 34 84 Received from primary school interest fund .... 4. Paid for library books and care of library.... 5. Paid on indebtedness (principal)..... Received from library fund (fines, penalties, dog tax, etc.)... Paid interest on loans..... Received from tuition of non-resident pupils..... free text-books ..... Received from district taxes for all purposes except 125.60 one-mill tax..... 7. Paid for all other purposes 15 68 7. Received from loans janitor's salary director's salary... -e- Received from all other sources.... 8. Amount on hand September 1, 1902...... 34726 Total expenditures, including amount on hand...... 9. Total receipts, including moneys on hand September 2, 1901. Name of the Director for the ENSUING year & A Touchlon Postoffice Address Malunagoe 31. Is physiology and hygiene taught in your school as provided in Section 4680 of Compiled Laws? Les 32. Does the district furnish free text-books, according to section 4775 of Compiled Laws? Les .... If so, please state what year it was voted to furnish them? 1950 (Do not confuse this law with the one authorizing school officers to furnish books free to poor children.

I HEREBY CERTIFY, That the above is a correct report from the aforesaid District No. , for the School Year next preceding the first Monday of September 1902. Dated September. , 1902. El Stongston Director.

Moderate

Moderate

Treasure

(Approved)

Moderator.

Trustee.

## DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., July 1, 1902.

#### TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

- Item 1.—The number of children in the district between the ages of 5 and 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws, before taking the census.
- Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told, give an estimate.
- Item 6.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.
  - Item 7.—a. Find total number days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."
  - Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school).
  - Item 9.—Divide item 8 (average daily attendance) by item 2 (number pupils enrolled).
- Items 10 and 11.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of the law relative to libraries, are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

Great care has been taken to make the blanks for the financial reports plain and easily understood; and yet some directors fail, time and again, to make a correct report, putting not only themselves but others to considerable trouble in correcting their errors. By reading the notes under each heading, all these errors may be avoided. Full and correct account should be kept by the district board in a book provided for that purpose, of all moneys received or paid out by them. Report the "bonded indebtedness" where bonds have been issued. The "total indebtedness" includes bonds and all other debts. Do not fail to give "amount due the district," if anything is due from the township treasurer or other sources.

## PLANKS AND REPORTS.

Four blanks are forwarded to each director of a school district. These suggestions, as may be seen, are on the back of No. 1. On the other side the director will, immediately at the close of the school year, make out his annual report to the inspectors, and keep the same on file with the papers of his office. It should be made out so as to be presented at the annual meeting of the district. On the back of each of the other blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank, (filling out the back with the census list) swear to the affidavit before the township clerk or some other proper officer, and deliver the three copies to the township clerk before the second Monday in September. If the director's report is not made before the annual meeting (as it should be), it must be made directly afterward and before the second Monday in September, to entitle the district to its share of public money. [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

Respectfully,

Superintendent of Public Instruction.

Delos Fall

Trustee.

Treasurer.

NOTE. — The moderator and treasurer constitute an auditing committee on the director's report and must sign all reports personally.

#### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1906.

TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

- Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census.
- Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer hool, and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different there who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error exact number cannot be told, give an estimate.
- Item 6.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.
  - Item 7.—a. Find total number days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."
  - Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school.)
- Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollments for each term; b, divide this sum by the number of terms.)
- Items 10 and 11.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it.
- 3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
- 4. "Total indebtedness" includes bonds, warrants, and all outstanding obligations.
- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other sources.
- 6. Both director and treasurer should keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts. Then prepare the annual financial report to the district and to the school inspectors.

## BLANKS AND REPORTS.

Four blanks are forwarded to each director of a school district. On the other side of this blank the director will, immediately at the close of the school year, make out his annual report to the district, and keep the same on file with the papers of his office, after it has been read at annual school meeting. On the back of each of the other three blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver the three copies to the township clerk before the first Monday in August. The director's report to school inspectors on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money. [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

## POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of latest school law. Write commissioner of schools.
  - 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
  - 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678
  - 5. Director must collect institute fee from teachers at time of hiring if not already paid. Sec. 4839
  - 6. Board should hold last month's salary of teacher until all reports are filed. Secs. 4678, 4680.
  - 7. Director should require township clerk to specify each fund as money is apportioned. Sec. 4703.
  - 8. School board must use library or fine moneys for library purposes. Sec. 4762.
  - 9. Board of supervisors has no control over library or fine moneys.
  - 10. School board, only, votes money for teachers' wages, fuel, incidentals, and deficiencies. Sec. 4674.
  - 11. The people vote money for building, sites, repairs, furniture, library, transportation. Sec. 4665.
  - 12. School board adopts text-books and course of study. Sec. 4680.
  - 13. School board cannot open schoolhouse except for public meetings; i. e., open to everybody. Sec. 4679.
  - 14. Every child between 8 and 16 must attend school. Act 200, 1905.
  - 15. The surplus of dog tax is distributed to school districts and belongs in general fund.
  - 16. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Secs. 1197 and 1203.
- 17. School officers cannot receive salary or pay for services unless same is voted by the people, in advance, at annual meeting. Sec. Respectfully,

Patrick of Recey.

1906

County of... ...., to the School Inspectors for the Year Ending July 8, 1907. [If the district is a fractional one, write the word "fractional" after the No., and insert the name of the township in which the schoolhouse is situated.] IS THE DISTRICT LEGALLY GRADED ACCORDING TO SECTION 4746 OF THE COMPILED LAWS? HAS THE DISTRICT ESTABLISHED A LIBRARY BY A VOTE AT A DISTRICT MEETING? WHEN?

16 15 17 No. 5 years of age and under 20 that attended school during the year. (Omit non-residents and do not count any twice.) Amount
due the district from
all sources
as near as
known, including amount in
town
treasurer's
hands. No. hildren No. of children in district 5 years of age and under 20. Value of school property. No. children between
14 and 18
yrs. of age
that
attended
school
during No. of U. S. flags with staff. No of days Indebtedness of district for which bonds have been issued. Total indebtedness for all purposes July 8, 1907. volumes added to district library during school during the year by qualified teachers. Total No. of volumes Average daily attendin district No. of school houses. centage days' attend of attend-If no property, fill the blank with "none." between 14 and 18 years pupils ance. of age Total. Male. the year 19 18 20 21 No. of months taught by each qualified teacher. Total wages STUDIES PURSUED. TEXT-BOOKS USED. NAME OF EACH QUALIFIED TEACHER EMPLOYED. of each teacher for the (Indicate the studies by placing a \* against each that is taught.) (Give names of authors.) Arithmetic, Botany, -Civil Government, General History, Geography, Geometry, Grammar, Orthography, Penmanship, Physics, -TOTAL, Physiology, Reading, -U. S. History, Has it other supplies required by law?.... 26. Studies above eighth grade pursued in school: 23. Is a schoolhouse to be built during ensuing year? Cost of same ... 27. No. pupils pursuing the same 25. No. graduated from eighth grade during year 28. Amount of treasurer's bond,

## FINANCIAL REPORT FOR THE YEAR ENDING JULY 8, 1907.

READ THIS.—If the following report is correct, the totals of receipts and expenditures will balance. Care should be taken to enter e amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teach or for other expenses, it should be included in the item "Received from Loans." It is really money borrowed, and should also be included in the

exact amount of each tund separately and but moting under any field save what the lead indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "from loans." Money remaining in the hands of the township treasurer has not been "received" by the district and no account should be here taken of it: include that in 'Amount due the district" (item 17 above).  1. Money on hand July 9, 1906	I	RECEIPTS.				EXPENDITURES.			
1. Money on hand July 9, 1906.    Item 1 must agree with item 8 in "expenditures" of last year's report.   Item 2, 3, 4, and 8 should be stated specifically.   Received from non-mill tax	READ THIS.— ** Insert nothing here that he exact amount of each fund separately and put not indicates. Moneys from funds overdrawn or advarunder the head "from loans." Money remaining in not been "received" by the district and no account 'Amount due the district" (item 17 above).	as not come into the assessor's hands; give ing under any head save what the head ced by any person, or loaned, should be n the hands of the township treasurer has should be here taken of it: include that in	Dollars.	Cents.	the	what may sell be due. The latter will appear in the "Indebtedness" (item It total wages of the year is shown in item 20 above. Include nothing in an thas actually been paid out, except in item 8.	s above) and y item save	lars.	Cents.
1. Money on hand July 9, 1906  Item 1 must agree with item 8 in "expenditures" of last year's report.  1. Received from none-mill tax  If not assessed, state that fact.  3. Received from primary school interest fund.  4. Received from library fund  5. Faid or all other sources for all purposes except one-mill tax  6. Received from loans  7. Received from loans  6. Received from loans  6. Received from loans  7. Received from loans  8. Received from all other sources  1. Amount on hand July 8, 1907  8. Amount on hand July 8, 1907  8. Amount on hand July 8, 1907  8. Amount on hand July 8, 1907  1. Money on hand July 9, 1906  2. Amount on hand July 8, 1907  8. Amou	,				1			70	00
Received from nermill tax If not assessed, state that fact.  Received from primary school interest fund  fines from county treasurer  socials, gifts, etc.,  Received from library fund  fines from county treasurer  socials, gifts, etc.,  Received from district taxes for all purposes except one-mill tax  Received from loans  Received from loans  Received from all other sources  A. Paid for all other purposes  fines from county treasurer  socials, gifts, etc.,  Received from district taxes for all purposes except one-mill tax  Received from all other sources  A. Paid for all other purposes  fine text-books  fuel incidentals, (brooms, chalk, pails, towels, etc.)  fire text-books  fuel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)  A. Paid for all other purposes  fivel incidentals, (brooms, chalk, pails, towels, etc.)	Money on hand July 9, 1906 Item 1 must agree with item 8 in "expendi	tures" of last year's report.	240	53		Paid for site			
3. Received from primary school interest fund  4. Paid for care of library.  5. Paid on indebtedness (principal)  6. Paid interest on loans  6. Received from tuition of non-resident pupils.  6. Received from district taxes for all purposes except one-mill tax  7. Received from loans  8. Received from all other sources  8. Received from all other sources  8. Received from all other sources on hand July 9, 1906.  8. Amount on hand July 8, 1907	2. Received from one-mill tax		86	48		repairs (outhouses, well, painting, windows		1.7	
fines from county treasurer  socials, gifts, etc.,  Received from tuition of non-resident pupils  Received from district taxes for all purposes except one-mill tax  Received from loans  interest dog tax delinquent tax delinquent tax miscellaneous  A mount on hand July 8, 1907  Paid on indebtedness (principal)  transportation of pupils apparatus, (globe, maps, charts, dictionary, etc., free text-books fuel incidentals, (brooms, chalk, pails, towels, etc.)  primary money one-mill tax  A mount on hand July 8, 1907  Primary money one-mill tax  General purpose fund		terest fund	378	00	4.	Paid for { library books		2	53
5. Received from tuition of non-resident pupils  6. Received from district taxes for all purposes except one-mill tax  7. Received from loans  8. Received from all other sources    Amount on hand July 8, 1907   Cone-mill tax   Cone-mill t	Descional Community of the description of the descr	•		23		Paid on indebtedness (principal)			
one-mill tax  7. Paid for all other purposes  7. Received from loans	5. Received from tuition of non-resi	dent pupils		) )		transportation of pupilsapparatus, (globe, maps, charts, dictions	ry, etc.,		
dog tax				22	7.	Paid for all other			84
3. Received from all other sources delinquent tax				10				4	(17)
miscellaneous 8. Amount on hand July 8, 1907 One-mill tax	3. Received from all other sources			.15		officers' salary		Mr.	4.
General purpose fund  9. Total receipts, including moneys on hand July 9, 1906  9. Total expenditures, including amount on hand		miscellaneous		17	8.	Amount on hand July 8, 1907 One-mill tax		g	197
	o. Total receipts, including moneys	on hand July 9, 1906	517	1910	9.		Acres .	9	66

...(Do not confuse this law with the one authorizing school officers to furnish books free to poor children.)

Township of

Director. Moderator.

NOTE.—The moderator and treasurer constitute an auditing committee on the director's report and n ust sign all reports personally.

Treasurer. Trustee.

Trustee.

### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1907.

### TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

### "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

- Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district.
- Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told, give an estimate.
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- Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollments for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it.
- 3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
- 4. "Total indebtedness" includes bonds, warrants, and all outstanding obligations.
- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other sources.
- 6. Both director and treasurer should keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts. Then prepare the annual rancial report to the district and to the school inspectors.
  - 8. Report carefully all interest received or accrued on school funds.

## BLANKS AND REPORTS.

Four blanks are forwarded to each director of a school district. On the other side of this blank the director will, immediately at the close of the school year, make out his annual report to the district, and keep the same on file with the papers of his office, after it has been read at annual school meeting. On the back of each of the other three blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver the three copies to the township clerk before the first Monday in August. The director's report to school inspectors on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money. [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

## POINTERS.

- r. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of latest school law. Write commissioner of schools
  - 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
  - 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
  - 5. Director must collect institute fee from teachers at time of hiring if not already paid. Sec. 4839.
  - 6. Board should hold last month's salary of teacher until all reports are filed. Secs. 4678, 4680.
  - 7. Director should require township clerk to specify each fund as money is apportioned. Sec. 4703.
  - 8. School board must use library or fine moneys for library purposes. Sec. 4762.
  - 9. Board of supervisors has no control over library or fine moneys, nor has township board.
  - 10. School board, only, votes money for teachers' wages, fuel, incidentals, and deficiencies. Sec. 4674.
  - 11. The people vote money for building, sites, repairs, furniture, library, transportation. Sec. 4665.
  - 12. School board adopts text-books and course of study. Sec. 4680.
  - 13. School board cannot open schoolhouse except for public meetings; i. e., open to everybody. Sec. 4679.
  - 14. Every child between 7 and 15 must attend school. Act 200, 1905.
  - 15. The surplus of dog tax is distributed to school districts and belongs in general fund.
  - 16. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Secs. 1197 and 1203.
  - 17. School officers cannot receive salary or pay for services unless same is voted by the people, in advance, at annual meeting. Sec. 4665.
  - 18. School funds cannot be loaned.
  - 19. If school funds are deposited in bank and draw interest, the interest belongs to district. Sec. 1200.
  - 20. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.

Respectfully,

L. L. Might-

Superintendent of Public Instruction.

SCHOOL CEN		S_ of Distr	ict No Sink	Frc.		, of the Township o	f 7	Texas Isliterio + alemena.					
County of					ate of Michigan, f	for the school year ending July			^ -				
			U			during the last fiftee	en d	days next preceding the first Monday in June.					
STATE OF	MI	CHIGAN,	$\langle ss. \rangle$		1	De muchas		•					
County of	•		······ )	£ 17					above named, being	duly sworn,			
says that the Jollowin together with name an	ig is i	a correct list dress of par	t, as taken by him ent or guardian, c	oJ the nan and that said	ies and ages of all chi I census was taken dui	ildren belonging to District No. — ring the fifteen days prior to June	1. 404	aforesaid, five years of age and under twenty years,					
		1	122	.1		(Signed)		and and the second of					
Subscribed and Before me	a sw	orn to this	(C)		day of June, 190	have.							
				a	240 65	T- (7745)-0							
					My commission	expires AB	2	20-1909					
				(The cens	us list must be sworn to,	to entitle the district to public money.)							
					READ THI	ESE NOTES.							
1. If the district is situated. A separate	s frac	tional, write nent must be	the names of the e made to the eler	hildren in <i>eac</i> ks of the sev	h township separately useral townships in which	nder the name of the township, begin he the district is in part situated, give	nning	with that tow	vinship in which the schoolhor hildren five years of age and	use or site is			
vears residing in that i	part o space	on this page	sufficient to contai	respective to	vnsnips.	e district, write the remainder upon							
3. The ages of	chi	ldren mus	t be given as t	they are or	1 June 1, 1908.								
NAME OF CHILD.	Age.	Date of birth of those	NAME OF PA	RENT OR	ADDRESS.	NAME OF CHILD		Date of birth	NAME OF PARENT OR				
NAME OF OTTINO,	Age.	5 and 19. Mo. Day Yr.	LEGAL GUA	ARDIAN.	ADDRESS.	NAME OF CHILD.	Age.	of those 5 and 19. Mo. Day Yr.	LEGAL GUARDIAN.	ADDRESS.			
1 7./00						49 10 0 +							
2Parling	7	8-1-11	8088	1	19.87.	50 Collens.	121	1-10 04	@ 0.01.	10 04			
3 flilda	6	9-4-119	2.7.10	July 1	griens	51 Journa Jeffries	17	4-12:97	a. Jeffries	Sphilm			
4 Bert For	19	8-7-88	1. 5000		11	52 Roll	12	5-19-99		, ,			
5 Claud Dimond	9	8-18-99	mrs 9	imond		53 Theredone	5	4-24-03		, ,			
6 Clarence Rankin	13	2-8-95	J. W. R.	an lein		54 Suy Jones	9	9-13-98	R. Lones	1 .			
7 Charley	3:	9-11-02	0		* *	55 Lord Tell 56 marie	9	8-17-98	a. Telle.	) b			
* albert Frerchan	77	3-7-01	mrs the	mer	→ f	56 marie , DD	5	5-8-03	, 10	r (			
9						57 Blanch Newkir	1213	11-20-94	1 Mrsh, newler	lk "			
10				1. 7		" Jennie moerdy	1.17	2-9-91	S. Moerdyk				
11						59 Ralph	13	3-15-95	, , ,	1 /			
12 13						60 Helen 61 amabelle Farrel	2	11-1-07	0 7	1 1			
14	-					62 John	3	11-28-9	7 J. Saucee	1,			
15	1		/			63 William	15	3-15-00		11			
16						64 Mary Rubert	17	12-16-90	W. P. Rubert	, ,			
17						65 flenty	13	6-22-94	. 1	<i>t</i> 3			
18						66 ada o	11	3-1097	1 1	1 1			
19						= 67 Garnet	7	3-25-01	P - 0 ' 0	, ,			
20						68 Bliss Bonfuey	11	12-1-96	te. Jackson	Kalamazu			
21 22			- 2			69 Violet King	16	7-26-01	J. King	Yshterle			
23	-	-	- 1			70 frank moerd \$1.	8	7772	In moorable.	Kalamaza			
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BEFORE FILLING THIS BLANK RE	AD THE NOTES	AND INSTRU	CTION	S ON THE REV	VERSE SIDE,	AND SECTION	NS 4675, 4677, 46	86, 4687,	2
ANNUAL STATISTICAL REPORT of the						192 02	filerna	r.ale	mena
County of Karl		/		-			•		
[If the district is a fractional one, wri IS THE DISTRICT HAS THE DISTRICT ESTAB	EGALLY GRADE	D ACCORDING	G TO S	SECTION 4746 O.	F THE COMPI	LED LAWS?	0	tuated.]	
1 2 3	4 5 6	7 8	9	10 11		i4	15 16	17	_
district r years of age during the year children b			Per	No. volumes Total	No. No.	Value of school	debtedness Total	Amt. due the dis- trict from all sources, including	
and under 20. (Omit non-residents and do not count any twice.)  (Omit non-residents and district between 14 and a	and 18 No. sch of age of non-durin that resident year tended pupils. qual	g the days' dail by attend-atten fied ance. ance	nd- nd- atten	ge added to of volu district in th de library distri	mes U.S. No. o school houses	If no property, fill b	of district indebtedness for which onds have purposes,	amt. in town treasurer's hands: Primary \$	
Male Few Total Male Few Total of age.	chool teach		ance	e. during librar	staff.	the blank with "none."	een issued. July 13, 1908.	Mill tax \$ 0 Voted " \$ 0 Other	
24 15-39 14 6 20 8	2 0 18	0 268616	82	3 0 83	5-11	\$1500\$	0 \$ 0	funds \$	
18	19	20				21	, ,		
Name of Each Qualified Teacher Employed.	No. of more taught be each quality teacher	y of each fied teacher for	h r the	STUDIES P	ies by placing a*		TEXT-BOOKS USED.		
Nellie Wewkirk	9	DOLLARS.		Algebra, -					
VI COLOR DE LA COL		0,0		Arithmetic, -		mi	Kone		
		men men en man	(1)	Botany, Civil Governmen	nt,	mª.	Kone		
				General History Geography, -	·,	202	advan	-01	
				Geometry, -		Page	18 400		**
				Grammar, - Orthography,		1 geol	2	7	*
				Penmanship, - Physics,	- 1 -	Spen	rceria	<b></b>	
TOTAL,	9	315	00	Physiology, -		Ogte	retorn		••
22. Has the district a dictionary? Y Has	it a globe?	. Has it maps?	42	Reading, - U. S. History,		ma	edur	27.27	
Has it other supplies required by law?	Som.					ide pursued in s			-
23. Is a schoolhouse to be built during ensu									•••
24. Cost of same.				27. No. pupils	s pursuing the	sameQ			-
25. No. graduated from eighth grade during		And the second s			and the state of t			7.01	to the second se
FINANO READ THIS.—If the following re	CIAL REPO							iter each amous	nt
under its proper heading, and to enter no a penses, it should be included in the item "Re	nount twice. If ceived from Loan	money other the s." It is really	han the	e funds of the di	istrict is advan	iced by any one be included in	in paying teacher the "Indebtedness"	or for other ex (item 16 above	(- ).
Do not foot up the columns alike unless the	actually add up	alike.	11			- (8)			
RECEIPT	S.					EXP NDITUE	PES		
	MA COL	. 1 1	-	-				1	
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READ THIS.— Insert nothing here that has not comgive exact amount of each fund separately and put nothing unhead indicates. Moneys from funds overdrawn or advance should be under the head "from loans," Money remaining in treasurer has not been "received" by the district and no account; include that in "Amount due the district" (item 17 above).	into the treasurer's has er any head save what by any person, or loan the hands of the towns ant should be here take	dds; Dollars. Co				teacher should her that way aid on balar will a pear in the own in item 20 above. except in item 8.	show what has been needue for previous year, "Indebtedness" (item 16 Include nothing in any		
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1. Money on hand July 8, 1907    Tem 1 must agree with item 8 in "expenditures" lems 2, 3, 4, and 6 should be stated specifically.   Received from one mill tax	money	313 7 85 266 5 rer 28 2787/ as provided in a g to Section 4 with the one a greet report, from the contract report, from th	Section withorise on the	1. Paid men te. 2. Paid women 3. Paid for 4. Paid for libra 5. Paid for inde (From general purposes. (From general fund.) 6. Paid for incidentals. (From incidentals. (From incidentals fund.) 8. Amount on hand July 13, 1908. 9. Total expending school office aforesaid District	teachers	ddings	case state what year or children.)	315 00 315 00 380 250 5756 485 1915 rit was voted	to
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1. Money on hand July 8, 1907    Tem 1 must agree with item 8 in "expenditures" Items 2, 3, 4, and 6 should be stated specifically.   Received from one mill tax	money	313 7 85 266 5 rer 28 2787/ as provided in a g to Section 4 with the one a greet report, from the contract report, from th	Section withorise on the	1. Paid men te. 2. Paid women  3. Paid for  4. Paid for libra 5. Paid for inde (From general purposes. (From general fund.)  7. Paid for incidentals. (From incidentals. (From incidentals. (From incidentals. (From incidentals. (From incidental fund.)  8. Amount on hand July 13, 1908.  9. Total expending the compiled Laws (From incidental fund.)	teachers	dings	case state what year or children.)	3/5 0 3 9 8 0 2 5 0 0 2 5 0 0 0 0 0 0 0 0 0 0 0 0 0	to of
1. Money on hand July 8, 1907    Tem 1 must agree with item 8 in "expenditures" Items 2, 3, 4, and 6 should be stated specifically.   Received from one mill tax	r money	313 7 85 266 5 rer 28 787/ as provided in a to Section 4 with the one a wrect report, from the School	Section to the Year n	1. Paid men te. 2. Paid women  3. Paid for  4. Paid for libra 5. Paid for inde (From general purposes. (From general fund.)  7. Paid for incidentals. (From incidentals. (From incidentals. (From incidentals. (From incidentals. (From incidental fund.)  8. Amount on hand July 13, 1908.  9. Total expending the compiled Laws (From incidental fund.)	teachers	dings	show what has been need up for previous year, "Indebtedness" (them 16 Include nothing in any Include nothing in an	3/5 0 3 9 8 0 2 5 0 0 2 5 0 0 0 0 0 0 0 0 0 0 0 0 0	to of

Report Form No. 1.]

### BEFORE FILLING THIS BLANK STUDY THE FOLLOWING INSTRUCTIONS.

### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1908.

TO\_THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district.

**Item 2.**—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school, and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told, give an estimate.

**Item 6.**—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.

Item 7.—a. Find total number days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school.)

Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollments for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it
- Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
- 4. "Total indebtedness" includes bonds, warrants, and all outstanding obligations.
- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other sources.
- 6. Both director and treasurer should keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the school inspectors.
  - 8. Report carefully all interest a prod or accrued on school funds.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers of his office, after it has been read at annual school meeting. On the back of each of the other four blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to school inspectors on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money. [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

## POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of latest school law. Write commissioner of schools.
  - 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
  - 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
  - 5. Director must collect institute fee from teachers at time of hiring if not already paid. Sec. 4839.
  - 6. Board should hold last month's salary of teacher until all reports are filed. Secs. 4678, 4680.
    7. Director should require township clerk to specify each fund as money is reported. Sec. 4703.
  - 8. School board must use library or fine moneys for library purposes. Sec. 4762.
  - 9. Board of supervisors has no control over library or fine moneys, nor has township board
- 10. School board, only, votes money for teachers' wages, fuel, incidentals, deficiencies, and officers' salaries if there are less than 50 children in census. Sec. 4674.
- The people vote money for building, sites, repairs, furniture, library, transportation, and salaries where over 50 children in census. Sec. 4665.
  - 12. School board adopts text-books and course of study. Sec. 4680.
  - 13. School board cannot open schoolhouse except for public meetings, i. e., open to everybody. Sec. 4679.
  - 14. Every child between 7 and 16 must attend school. Act 200, 1905, amended in 1907.
  - 15. The surplus of dog tax is distributed to school districts and belongs in general fund.
  - 16. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Secs. 1197 and 1203.
  - 17. School funds cannot be loaned.
  - 18. If school funds are deposited in bank and draw interest, the interest belongs to general fund of the district. Sec. 1200.
  - 19. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.

Respectfully,

L. L. Might-

Superintendent of Public Instruction.

director's report and must sign all reports personally.

(Trustee.)

R. F. D. No .. Address R. F. D. No. ---- --Address-

(Trustee.)

Report Form No. 2 —36,00		of Dietui	et No. A.	x Fu		of the Township of	160	E - 1 1	0.000 ×1	The war
SCHOOL CENS	W	77		1		r the school year ending July			han by CP	1 11
- County of		- Lander - Art Caller	9	, Sta	we of whengun, joi	during the last fifteen of				
STATE OF M	CHI	GAN,	(		12	1/2			e 1	
County of Jakoning		//	as takan hu hin	of the names	and agas of all childs	ren belonging to District No.	a f	ioracaid fina	above named, being du years of age and under tw	
						during the fifteen days prior to Jun			years of uge and under tw	enty years,
Subscribed and sy	corn	to this	Seyur	ally)	day of June, 1909.	(Signed)		4. h	solrolyk-	
Before me	8	lone	4 - 137 (	Mark		P. Alie				
Charles C.	60	Melle	4	of Carl	My conmission	expires Of 16 19	//			
1 6 1 1 1 1 1	1	C MA		(The censu		entitle the district to public money.)				
1. If the district is	fracti	ionai, write t	the names of the	e children in <i>ea</i>	READ THE	SE NOTES.  under the name of the lownship, beginned district is in part situated, giving	nning	with that tow	rnship in which the schoolhous	se or site is
years residing in that pa	art of	the district ly	ying within their sufficient to conta	respective tow	nships. If all the children in the	ne district is in part situated, giving e district, write the remainder upon c				
to this sheet. Do not u.  3. The ages of c	se ada	litional blank. ren must b	s. De given as th	ey are on Ju	me 7, 1909.	, , , , , , , , , , , , , , , , , , , ,		, caracter po	per, property takes, and access	
NAME OF CHILD.	NAME OF CHILD.  Age.  Date of birth of those 5 and 19. Mo. Day Yr.						Age.	Date of birth of those 5 and 19. Mo. Day Yr.	NAME OF PARENT OR LEGAL GUARDIAN.	ADDRESS.
27				5		000+				
1 1/24/02	100	0100	D m		MAT	49 Concerno		D: Au Can	1 7.12	11) 11-
2 July Horries	6	6-14-05	D. 9/4	MEZ MORE US	Mulmo	51	10	3-8-13	a. off.	Walken.
4 morrow 11	6	6-41:03	A Ma	1 minute	2 /	52 Blanch Mockins	14	11-20.74	Mrs M. Newkirk	1.4
5 Willerd Birly	10	2-17-99	a. Bic	clay	77	53 Honnie moordis	100	2-9.91	S. mardyk,	1 1
6 Clareme Ranking				Kanking	21	54 Call 10		3-15:95		+ 7
8 albert merchant		9-16-02			13	55 7 2 2 2 3 3		11-1-02		1.5
9 Passine Harrick	8	8-2-01	8 n.	Howich		56 Christell France	7	1/-2599	y. vierne	1.5
10 Hilda 11				1	71	58	3	3-15-00	12	1
11						59 Marry Rubort	18	12-1690	W. P. Rubort	r.
12						60 Henry II		2.2.24		0.7
13						61 62	_	3-10-97		
15				181		63	A 100 .	7-26-01		
16						64 Lenn "	5-	1-27-04	7 71 4	0.4
17			-			65 Thearth Golden	13	9.13-95	G. Brotollow	* /
18						66	100	12:12:96	E. E. Barday	. ,
19 _ 20					-	68	43	4.26.98		, ,
21						69		41.26 -03		( ),
22						70 Ray Pance			a. Dame	,
23	-	-	-		-	71 Word T		12-9:98	B. P. Strum	' '
24 25		-				72 Mars trum	167	8-9-91	10. Or Samon	' '
26						74 Blanch "		9-2492		, ,
27				A		75		4.6.95		te
28			-			76 Ruth 11	143	3-17-97	7/100	77
29 30						77 Hazle Blood	11	17176	Or DOX OF OR	J/×
31						79				
32						80				
33		7.4	-			81	2	-	-	-
34 35		1				82	1			
36		100				84	L			
37						85				
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39					-	87 88	1			
41						89				
42						90				
43					-	91	1			
44		1			72.5	92	1			
45			1			93	1			
47					-	95	1			
48	1		1			96				

Report Form No. 1.—10,500.  BEFORE FILLING THIS BLANK READ THE NOTES AND INSTRUCTIONS	ON THE REVE	RSE SIDE, AND SECTIONS	3 4675, 4677,	4686, 4687, 4688, 46	89, 4690 OF SCHOOL LAWS.
ANNUAL STATISTICAL REPORT of the School District No. 6 1/2	of the To	wnship of Lefa	00	Klesus	Affleda
County of Ralinacufact		, to the Township Clerk			
[If the district is a fractional one, write the word "fractio  IS THE DISTRICT LEGALLY GRADED.				No.	situated.]
HAS THE DISTRICT ESTABLISHED A LIBRARY BY  1 2 3 4 5 6	Y A VOTE AT 2 7 8		7eg	WHEN?	16 17
No. of children in district 5 years of age and under 20 that attended school during the year (Omit non-residents and do not count any twice.)  No. 5 years of age and under 20 that attended school during the year in district between that attended year by qualified	days' daily attend-	Per- volumes Total No. of district dist	No. of No. of school ith houses.	Value of school property.  If no property, fill the blank the blank the school property for the blank the school property for the blank the school property for the school pro	Amount due the district
Male. Fem. Total. Male. Fem. Total. 18 years of age. 18 years of age. teachers.		the year.	aff.	with "none."	Voted " \$
21/5/36/18/230 7 4 0 160	267430	81 0 106 1	/ / 8	1,500 \$ 8	\$ Total \$
NAME OF EACH QUALIFIED TEACHER EMPLOYED.  (Do not include teachers of county normal training classes.)  No. of months taught by each qualified teacher.	of each	STUDIES PURSUED.  (Indicate the studies by placin against each that is taught			BOOKS USED.
NEGO ARMIKAL	35957	Algebra,		Aulus	
		Civil Government, -	L	Mil Hosel	advance
		Grammar, - X-		Red 4/4	Laga
		Orthography, -		perrela	
		Physiology,		Bilinger	2
		U. S. History,		nortgon	ren .
TOTAL,	337 50	Domestic Science,		(3.	
22. Has the district a dictionary? Has it a globe? Has it	t maps?	Domestic Art, Music and Drawing,			
Has it other supplies required by law?		26. Studies above eighth	grade pursued	in school:	=======================================
23. Is a schoolhouse to be built during ensuing year?				a	
25. No. graduated from eighth grade during year	THE STATE OF THE S	27. No. pupils pursuing 28. Amount of treasurer's	's bond -	100	- \$
		YEAR ENDING JULY	•		
READ THIS.—If the following report is correct, the totals of receipts and expend If money other than the funds of the district is advanced by any one in paying teacher also be included in the "Indebtedness" (item 16 above). Do not foot up the columns a	or for other expens	es, it should be included in the	to enter each an the item "Received	nount under its proper haved from Loans.'' It i	eading, and to enter no amount twice. is really money borrowed, and should
RECEIPTS.	whe whoes they are			EXPENDITURES.	
	Dollars.   Cents.	READ THIS.— The ampaid during the year, including a	nount "paid teach	ners" should here show wha	thas been actually Dollars. Cents.
READ THIS.— * Insert nothing here that has not come into the treasurer's hands; give exact amount of each fund separately and put nothing under any head save what the head indicates. Moneys from funds overdrawn or advanced by any person, or loaned, should be under the head "from loans." Money remaining in the hands of the township treasurer, has not been "received" by the district and no account should be here taken of it; include that in "Amount due the district"		READ THIS.— The ampaid during the year, including a may still be due. The latter winges of this year is shown in iter been paid out, except in item	ill appear in the in 20 above. Inc. 8.	"Indebtedness" (item 16 a lude nothing in any item say	bove) and the total we what has actually
(item 17 above).	9 ha	1. Paid men teachers	1		0170171
wages fund one mill tax	145 60	2. Paid women teachers.			00/00
library	1197				
ttem 1 must agree with item 7 in "expenditures" of last year's report.  Items 2, 3, 4, and 6 should be stated specifically.  Was mill tax transferred by district board during the year?		pair fund.)	repairs on buil	dings	
Was mill tax transferred by district board during the year?	0.00	(From library fund.)			
2. Received from one mill tax	86 38	(Do not include inter	rest.)		
3. Received from primary school interest fund	27/30	6. Paid for tuition (See item 9, reverse side of Form 1.)	eighth grade	graduates	
4. Received from library fund	7.0	7. Paid for general purpos  This item includes t	ses (From general transportation of	fund.)  pupils; insurance; indemni	ity bonds; furniture
socials, gifts, etc.,		7. Paid for general purpos This item includes t and apparatus; office rent; fuel; janitor; cle soap; census; appends or well; record and outhouses.	leaning of school hages, such as globe account books; c	nouse; incidentals, such as be b, maps, dictionary, free text are and grading of grounds	rooms, chalk, towels, books; water supply ; building of fences,
5. Received from tuition of non-resident pupils	200 00		wages	rimary money \$	
7. Received from loans		8. Amount on hand July 10, 1911.	general fund	#	201.61
finterest	2 4 4		library	\$	1784
8. Received from all other sources dog tax	2. %.(2)	1	building and	repair \$	in 1 00 16 8
miscellaneous	746 /2	9. Total expenditures, inc		l on hand	749 12
9. Total receipts, including moneys on hand July 11, 1910	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	11		m	
Name of the Director for the ENSUING year.	caye		Postoffice Add		(ROSHES
<b>29.</b> Is physiology and hygiene taught in your school as provided <b>30.</b> Does the district furnish free text-books, according to Section		15			se state what year it was voted to
furnish them?(Do not confuse this law with the			ooks free to b		and your or was course
			14	(-)	*
HEREBY CERTIFY, That the above is a correct report,			19~01		, Township of
15 1	Year next precedi	ing the second Monday of	July, 1911.	olad l	Director,
Dated July1911.		(Signed)	Si A	Louis	Director.
NOTE.—The moderator and treasurer constitute an auditing committee on the director's		(Approved) {	06,	clarian	Treasurer.
report and must sign all reports personally.					Trustee.
				7	Trustee.

They 10

[Report form No. 1.]

## BEFORE FILLING THIS BLANK STUDY THE FOLLOWING INSTRUCTIONS.

## DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing Mich., April 15, 1911.

TO THE DIRECTOR:

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## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

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Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school.)

Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollment for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting?" is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it.
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- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other sources.
- 6. Both director and treasurer should keep a set of books and carefully record every item of money expended or received.
- Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand amount reported in 8 expenditures should be the same.
  - 8. Report carefully all interest received or accrued on school funds.
  - Item 6 expenditures "paid for tuition general," refers to districts where school has not been maintained, and it has been voted to pay tuition for children in another district.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers of his office, after it has been read at the annual school meeting. On the back of each of the other four blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the Country School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

## POINTERS.

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Respectfully,

Superintendent of Public Instruction.

L. L. Might-

Report Form No. 1.—10,500. BEFORE FILLING OUT TH	IS BLANK READ THE NOT	ES AND INSTR	UCTIONS ON TH	IE REV	ERSE SIDE, AND SI	ECTIONS 467	75, 4677, 46	86, 4687, 4688, 4689, 4	690 OF SCHO	OL LAWS.
ANNUAL STATISTICAL REPOR		( ),	of the To		19	aske	Live &	A Alacen		
	County of 170	Farence	100		to the Townshin	Clerk for	the Year	Ending July 8, 1912.		
	the district is a fractional one,			the No.	and insert the name	of the townshi	ip in which th	ne school house is situated.	]	
HAS TI	IS THE DISTRICT LI HE DISTRICT ESTABLIS					1	1 .	s?yeo HEN? 1810		
1 2	2a 2b 3	4 5		7	8 9 10	11	12 13	14 15	16	17
No. 5 years of and under that attended district 5 years of age	year. in in children	ren between	No. of days'	-4-1	No. volumes	Total No.	No.	Value of school Indebtedness	Total	Amount due the district in town treasurer's hands:
and under 20. (Omit non-resid do not count twice.)	in 7th in 8th between grade.   14 and grade.	ict yrs. of age of neen that resident attended pup	on- during the dent year by at	ays' d	laily centage added to district attend- library	of volumes in the district	of U. S. No. of school houses.	property. of district of which	indebtedness for all	Primary \$
Male. Fem. Total. Male. Fem.	Total. (Omit non-residents.) (Omit non-residents.)	ars school	teachers.		ance. during the year.		staff.	property, fill the blank with "none."	July 8, 1812.	Voted " \$
20 14 34 14 12	26 2 3-9	9 0	16029	684-1	18 8127 0	106	1 1	\$15-175	do	Fotal S
	18		19 20	0		1 / 0 0 1		21		
	FIED TEACHER EMPLOYED.	tau	months Total voices of eacher:	ch	Studies Pursu (Indicate the studies by		1	TEXT BOOKS		
And A Miles was the X	county normal training classes.)	tea	DOLLARS.		Algebra,	taught.)		(Give names of	f authors.)	
mary !			8 286	2	Arithmetic, -	- × -	30	milues		
					Civil Government, Geography,	*-	79	attribles	and no	rull
					Grammar	- ·X-	12	und & Kull	09	A
		0.00			Orthography, - Penmanship, -	>	V	altingino		
					Physiology, -	+1-	- 0	wertano		
					Reading, U. S. History, -	· ·×		Santa with	enep	
	70	· · · · · · · · · · · · · · · · · · ·	8 281	1 0	Agriculture, -			Andrew Control of the		
	TOTAL, -	4	7	11	Domestic Science, Domestic Art,					
22. Has the district a dictionary?	Λ	, des	Has it maps?	Zeo						
Has it other supplies required b		1 8			26. Studies above	eighth grade 1	pursued in scl	hool:		
23. Is a schoolhouse to be built dur		100					***************************************			
24. Cost of same	/				37. No. pupils purs	suing the sam	1e		76///	
25. No. graduated from eighth grad	de during year	<u> </u>		1,1-1-1111	28. Amount of trea	usurer's bond,	, Extends fr	omtototo	office.)	\$ D 00 00
					YEAR ENDING J					
READ, THIS.—If the following than the funds of the district is advan	nced by any one in paying tea	cher or for other	expenses, it should	ince. Id be inc	Care should be taken to cluded in the item "Re	enter each am ceived from L	count under its Loans.'' It is	sproper heading, and to ent really money borrowed, o	er no amount to and should also	wice. If money other o be included in the
"Indebtedness" (item 16 above). Do n		less they actually	add up alike.		11					
	RECEIPTS.			1				XPENDITURES.		1
READ THIS — Insert nothing here the of each fund separately and put nothing under overdrawn or advanced by any person, or loain the hands of the township treasurer has here taken of it; include that in "Amount du	nat has not come into the treasurer's er any head save what the head ind ned, should be under the head "from not heap "received" by the district	hands; give exact tates. Money from loans." Money rem	amount Dollars.  I funds naining	Cents.	during the year, including the latter will appear in item 20 above. Include	The amount g all that was pa the "Indebtedne nothing in any i	"paid teachers" aid on balance du ess" (item 16 ab	'should here show what has been for previous year, and not whove) and the total wages of this has actually been paid out, exc	been actually pai at may still be due year is shown i	d Dollars. Cents.
here taken of it; include that in "Amount du	e the district" (item 17 above).									
	general fund		- 4	61	2. Paid women teac	hers				280 60
1. Money on hand July 10, 1911.	library		1 , 5	07	3. Paid for (From building and	sites				
	building and site				site fund.) See school laws 4665 Sec. 20 (6).	5	ıgs	×		
	"expenditures" of last year's reported specifically.		85	-16	4. Paid for library t	ooks and care	e of same			
2. Received from one mill tax  If not assessed, state that fact. (Mill tax belongs to general fund.)										
3. Received from primary school inte	erest fund	\ <u>\</u>		00	6. Paid for tuition	2	l (paid only w	when school is not maintai	ned)	
4. Received from library fund(Fines from county treasurer.)					(See item 9, reverse side of Form 1.)			ates		1.10
5. Received from tuition of non-resid (Belongs to general fund.)		1	11-1		7. Paid for general This item incl tus; officers's	purposes (Fronudes transportat alaries; interest	m general fund.; tion of pupils; in on loans; unusus	)ance; indemnity bonds; fur isurance; indemnity bonds; fur al expenses, such as law suits, brooms, chalk, towels, soap; c jooks; water supply or well; r of fences, outhouses, repairs of oney has been exhausted.	niture and appara	103 00
6. Received from district taxes.	general fund			00	cleaning of set such as globe books; care a	hool house; incide, maps, dictions and grading of gro	dentals, such as ary, free text b ounds; building	brooms, chalk, towels, soap; cooks; water supply or well; roof fences, outhouses, repairs of	ensus; appendage ecord and account on school building	s, nt s;
	building and site fund	1			turnon, and to	ſ .	y money	\$		
7. Received from loans	ſ:	***************************************				genera	l fund	\$	20.77	
	dog tow				8. Amount on hand July 8, 1912.	d	-	\$	1707	
8. Received from all other sources. (Belongs to general fund.)	dog tax delinquent tax						ng and site	#		
	miscellaneous							estal a la la		8784
9. Total receipts, including moneys			47	184	9. Total expenditur	es including		otal on hand		470 84
		1 1		1	- Total expenditur	os, meruding	amount on h	10.1	1	
	Director	01/11/	11-014	K			Postoffice Ad	ddress WMM	MIS	15- 43
Names of the Officers for the ENSL			16 0		0.11	•••••••••••••••••••••••••••••••••••••••	"			43
20	Treasurer			4 (1)	13 As	100				11 70
29. Is physiology and by		1				200		16		
<b>30.</b> Does the district fur furnish them?						abs from to t	oor child		ise state what	year it was voted to
[Officers:—Do not	sign this report unless the amount	t in the district trea	surer's hands coincid	les with	the amounts in 8 Expenden	itures.]	oor contaren.	•)		
I HEREBY CERTIF	Y, That the above is a c	orrect report, fr	om the aforesaid	l Distri	ict No. 6 [1]	rac	/			, Township of
24,90	,, fo	r the School Ye	ear next precedin	ig the s	second Monday of Ju	ıly, 1912.	-00		0	
Dated July	1912.				(Signed)	)	S. F	nobrohy	R.	Director.
					(Approx	(med) }	2 1-1	to yours		Moderator.
NOTE.—The moderator and treasurer report and must sign all reports personally	constitute an auditing committee	on the director's			(лрргос	(	001	dolina	-	Treasurer.
report and must sign all reports personally	•					•••••			,	Trustee.
		1				*************			•••••	Trustee.

#### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1912.

### TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## \* "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district. Those under 20, who are married, are to be reported wherever the husband makes his home.

Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told give an estimate.

Item 6.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.

Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school.)

Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollment for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in ease the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting," is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it.
- 3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
- 4. "Total indebtedness" is a written statement of debt and includes bonds, warrants, and all outstanding obligations incurred by borrowing money.
- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer and all other sources.
- 6. Both director and treasurer must keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand and amount reported in 8 expenditures should be the same.
  - 8. Report carefully all interest received or accrued on school funds.
  - 9. Item 6 expenditures "paid for tuition general," refers to districts where school has not been maintained, and it has been voted to pay tuition for children in another district.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers of his office, after it has been read at the annual school meeting. On the back of each of the other four blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the Country School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the director for the ensuing year. Write plainly.

## POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of latest school law. Write commissioner of schools.
  - 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
  - 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
  - 5. Director must collect institute fee from teacher at time of hiring if not already paid. Sec. 4839.
  - 6. Board should hold last month's salary of teacher until all reports are filed. Sec. 4678, 4680.

    7. Director should require township clerk to specify each fund as money is reported. Sec. 4703.
  - 8. Treasurer should not accept school money from township treasurer unless it is itemized so as to show to what fund it belongs.
  - 9. School board must use library or fine moneys for library purposes. Sec. 4762.
  - 10. Board of supervisors has no control over library or fine moneys, nor has township board.
- 11. School board only, votes money for teachers' wages, fuel, deficiencies, officers' salaries, repairs, furniture, tuition, library, transportation, appendages, fences, outbuildings. Sec. 4674.
  - 12. The people vote money for building, sites, and tuition for eighth grade graduates in excess of \$20 per pupil. Sec. 4665 and 65 of 1909.
  - 13. School board adopts text-books. Sec. 4680.
  - 14. School board cannot open schoolhouse except for public meetings, i e., open to everybody. Sec. 4679.
  - 15. Every child between 7 and 16 must attend school. Act 200, 1905, amended in 1907.16. The surplus of dog tax is distributed to school districts and belongs in general fund.
  - 16. The surplus of dog tax is distributed to school districts and belongs in general fund
  - 17. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Sec. 1197 and 1203.
  - 18. School funds cannot be loaned.
  - 19. If school funds are deposited in bank and draw interest, the interest belongs to the general fund of the district. Sec. 1200.
  - 20. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.
- 21. When a report is returned to you for correction, do not correct it in accordance with suggestions from the Department, unless the corrections indicated are true to fact.

 ${\bf Respectfully,}$ 

Superintendent of Public Instruction.

L. L. Might-

1913. R. F. D. No. Address(Signed). R. F. D. No. Address1-111 (Approved) (Moderator.) NOTE.-The moderator and treasurer Address. constitute an auditing committee on the (Treasurer.) director's report and must sign all reports Address. (Trustee.) R. F. D. No. Address.(Trustee.)

Dated July.

personally.

	Report Form No. 2–36,000 SCHOOL CENSUS	s of I	District No	6 H1-				, of the Township of	C	2433			10
	County of	r C &	amaz	, S	tate of M	lichigan, for the s	chool ye	ar ending July 14, 1913, as take			e last fifteen days next p	vacadina luma i	
	STATE OF MICH	IGAŅ	l,		l e	7		1		ouss, uuring ib	τασι μπετα ααγό πελι φ	receasing june 1.	•
	county of Kalantaken by him of the name	os and	ages of all chi	Idren helonging t	1	In GFU Caforesa	1	ears of age and under twenty years, t	ove nan	ned, being duly so	worn, says that the following	is a correct list, as	
	census was taken in a house				1		ia, jice j	eurs of age and under twenty years, t	ogether				
	Subscribed and sworn	to this.	10-34		day of I	une, 1913.			(Signed	ed) S. Branchyle			
	Betore me. 98	Kan	1 /11	tie 14. 12	120	111							
36				1	<u> </u>			- The most remain representation of the second seco	-				
						(The census list must be	sworn to, t	My commission expires	·····	(14)			
								SE NOTES.					
								e township, beginning with that townshin five years of age and under twenty ye mainder upon ordinary foolscap paper, p					
	resident June 1.	ennar	en must be g	iven as they a	re on Jun	ie 1, 1913. If a ch	na remov	e in which they are enrolled. The total	ays pre	ceding June 1, he	should be enrolled in the dist	rict in which he is	
			Date of birth	NAME OF PAR	<b>Y</b>		7th or 8th grade? (Indicate			Date of birth			7th or 8th
	NAME OF CHILD.	Age.	of those 5 and 19. Mo. Day. Yr.	LEGAL GUAR		ADDRESS.	(Indicate by number.)	NAME OF CHILD.	Age.	of those 5 and 19. Mo. Day. Yr.	NAME OF PARENT OR LEGAL GUARDIAN.	ADDRESS.	7th or 8th grade? (Indicate by number.)
1 (	Tenas					THE STREET		51					
2	Truy Jours	14	9-13-98	P. Jours		Oshtemo	8	52					
3 )	Morle Jones	8	7-4-04	PDt		1.5	0	53	H				
5	dward.	13	12-12-99	C. Felera	TVL.	24	7	55		- +			
6	Iladys	8	10-14-04	0000	4			50		130			
7 (	leverge Coles	18	11-21-94	a.g. Cole	-	1 1 1		57 58					
9	las Somett	17	18-20-95	7. Jumary	en.	11		59	1				
10	Roy Jones	5	4-2-08	money &	ones	1.1		60			*		
11	7		-		-			62	1				
13				-				63					
14 15	Oshtemo.				40			64 65					
16	Robbin Branch	18-	3-29-95	7- Bad	-			66	-				
17	-lsie	13	10-28-99	11		l (		67 68					
19	Bulah Pike	18	12-8-01	S. Moon	Luk	17		69					
20	telen	10	11-1-02	11	9	E1		70	- 70				
21	Jarriel Farrell	141	2-21-05	J. Farr	00	44		71 72	- 31				
23	committee	13	11-28-99		NO.		7	73		1			
24	Wind-	12	3-15-00	Li		k s		74					
26	formae "		4-7-08		1 77			75 76					
27 ()	Tull turn	18	4-6-95	( Stu	in	11	8	77					
28	Borris Wright	16	3-13-97	7 wrig	2+	Mattawan	Ö	78 79					
30	Devia	6	5-27.07	1, 0		11		80	14				
31	FlorenceKurrison			L. Harris	non	Oshtemo		81 82					
33 /9	felen Rix	7	7-7-05		in	17		83					-
34	Elmer !.		7-8-07			( <sub>1</sub>		84					
35	lesson "	9	7-26-01	C. King	2			85 <b>86</b>					
37	has Garlot	18	6-25.94	C. Garlot	-	allegan		87					
38 39	•				-	O		88 89					-
40								90					
41								91		3,19			
42								93					-
44					1 12			94	1		191		
45 46								95 96					
46								97					
48								98				24.34.4.4	
49 50								99					
								3.00					
					1	30			+ 1				
			-		1.	1			1 10				

		S AND INS	RUCTION	S ON THE	KEVE	RSE SIDE, AND SECTION	UNS 4075, 40	577, 468	86, 4687, 46	88, 4689, 46	90 OF SCHO	OOL LAWS.
NNUAL STATISTICAL REPUR	T of the School District N	teatries.	Date			annual contractions.	00	2				
	County of	In	ano	0		to the Township Cle	rk for the	Year I	Ending July	[4, [9]3,		
D	If the district is a fractional one,	write the w	vord "fraction	nal" after th	e No. a	and insert the name of the	township in w	hich the	school house			
HAS	IS THE DISTRICT LEG							LAWS? WHEN	BI I COM	)		
1 2 No. 5 years o	2a 2b 3	4		6 7		8 9 10	11 12	13	14	15	16	17
and under that attended during the (Omit non-resid	r 20 l school vear. vear. children children in children children	No. children between	No. o	f days'		No.	tal No. No.		Value of			Amount due the distri in town treasurer's hands:
district 5 years of age and under 20.  do not count as If school we maintained, give ment of pupils it.	as not enrolled enrolled district the enroll- in 7th in 8th between	t yrs. of age t that	No. of non-resident year	hool Tota ng the days ar by attend	d- dai	ily centage added to of a	tal No. of U. S. flags with	No. of school houses.	school property.  If no	Indebtedness of district for which	Total indebtedness for all	Primary S
tuition was p	paid by 70mit 70mit 18 years	s school		lified ance	. and		brary. with staff.	nouses.	property, fill the blank with "none."	bonds have been issued.	purposes July 14, 1913.	Mill tax \$
ale. Fem. Total. Male. Fem.	Total.											Library \$
8 1/3   31   14   13	27   3   3   4	1 2			18:	7000	60 mg	1	\$ 1500	\$ 5	\$ 0	Total \$
	IFIED TEACHER EMPLOYED.	2	No. of months taught by each qualified	Total wa	n	Studies Pursued.			21	TEXT BOOKS	Used.	
o not include teachers of county normal give No. months school and No	pupils for whom tuition was paid.)	naintained	teacher.		CENTS.	(Indicate the studies by pla- against each that is taug	cing a * ght.)	Close		(Give names of	authors.)	
MAD LANGER TO	1124 37			3/5	05	Algebra, X-			Maria	<u> </u>		
	ш					Civil Government,		F. 3.	to the	7/		
		7				Geography, +		Y	dFX	1 2	4.0	
						Orthography, -		a de	Jating 6			
						Penmanship,		3	est tels	ano		
		-1				Reading, 🗡		Ba	wedin		roks	
	7.00		9	712		U. S. History,		Hay	chy	all all	ood	
	Total,			3/5	49.	Domestic Science, -				-0		
Has the district a dictionary?	Has it a globe?	1/20	Has it ma	ns?	11	Domestic Art, Music and Drawing, -						
Has it other supplies required b	.6		Bill of case	I.v.,								
. Is a schoolhouse to be built duri		-3-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-				26. Studies above eighth	a Pho	2001	5			
						27. No. pupils pursuing	the same		• 9	***************************************	*******************	
No. graduated from eighth grade	e during year					28. No. 8th grade gradu 29. Amount of treasurer	r's bond. Ext	ends from	m 1911	to. 19	14,	\$ 30000
READ THIS—** Insert nothing here the each fund separately and put nothing unerdrawn or advanced by any person, or lot the hands of the township treasurer has re taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken of it; include that in "Amount or the taken or the taken of it; include that in "Amount or the taken or the	that has not come into the treasurers in the ray head save what the head indicaned, should be under the head "from le not been "received" by the district a due the district" (item 17 above).  [primary money			Dollars.	Cents.	READ THIS.—The aduring the year, including all The total wages of this year is been paid out, except in item 1. Paid men teachers	8.					
	general fund			70	75	2. Paid women teachers	8					3/5 8
Money on hand July 8, 1912.	library			12	0.2	3. Paid for (From building and site fund.)	1					
	building and site				(manualin)	See school laws 4665, Sec. 20 (6).	,					
	"expenditures" of last year's report. ted specifically.			79	86	Paid for library books     (From library fund.     Paid for indebtedness     (Do not include interpretation)	(principal)				••••••••	
Received from one mill tax												
Received from primary school int	erest fund			268	20	6. Paid for tuition	) Bonorer (la			not maintained	1)	
Received from library fund					1	(See item 9, reverse side of Form 1.)	eighth gra	de gradu	iates			
(				1210	54	(See item 9, reverse side of Form 1.)  ( Paid for transport	`	3		Total Incoming the accessor habe		
· ·	dent pupils.	1		149	<u>አ</u> չ	(See item 9, reverse side of Form 1.)  Paid for transport	tation of pupils	3				
Received from tuition of non-resid (Belongs to general fund.)	dent pupils.	1		142	<u>አ</u> չ	(See item 9, reverse side of Form 1.)  Paid for transport	tation of pupils	3				
Received from tuition of non-reside (Belongs to general fund.)  Received from district taxes.	dent pupils.	1		142	<u>አ</u> አ	(See item 9, reverse side of Form 1.)  ( Paid for transport	tation of pupils	general emnity be such as la k, towels supply or thouses, re				
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Trustee.

## DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1913.

TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and report just what the heading requires.

## "IS THE SCHOOL LEGALLY GRADED?"

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

#### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.

Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1905, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district. Those under 20, who are married, are to be reported wherever the husband makes his home.

Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include non-residents. If by any error the exact number cannot be told give an estimate. If school was not maintained, include those for whom tuition was paid by district.

Item 6.—Give exact number of days the school has been taught during the year by qualified teachers. If school is dismissed on a legal holiday, count it as a day taught. If your district is a new one set off during the year from an old district, give date of organization and also the number of the district, or districts, of which it was a part.

Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8—Divide item 7 (total days' attendance) by item 6 (number of days' school.)

Item 9.—Divide item 8 (average daily attendance) by average number pupils enrolled during year. (To find average number enrolled: a, add the enrollment for each term; b, divide this sum by the number of terms.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting," is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

### FINANCIAL.

- 1. See that your finances are absolutely correct and avoid delay.
- 2. Study each item and include only what belongs to it.
- 3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.
- 4. "Total indebtedness" is a written statement of debt and includes bonds, warrants, and all outstanding obligations incurred by borrowing money.
- 5. Do not fail to give carefully "amount due the district," that is, from township treasurer.
- 6. Both director and treasurer must keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand and amount reported in 8 expenditures should be the same.
  - 8. Report carefully all interest received or accrued on school funds.
  - 9. Item 6 expenditures "paid for tuition general," refers to districts where school has not been maintained, and it has been voted to pay tuition for children in another district.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers of his office, after it has been read at the annual school meeting. On the back of each of the other four banks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will make an exact copy to correspond with his report on this blank (filling out the back with the census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the officers for the ensuing year. Write plainly.

## POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five or more officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of latest school law. Write commissioner of schools.
  - 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
  - 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
  - 5. Director must collect institute fee from teacher at time of hiring if not already paid. Sec. 4839.6. Board should hold last month's salary of teacher until all reports are filed. Sec. 4678, 4680.
  - 7. Director should require township clerk to specify each fund as money is reported. Sec. 4703.
  - 8. Treasurer should not accept school money from township treasurer unless it is itemized so as to show to what fund it belongs.
  - 9. School board must use library (penal fine moneys) money for library purposes only. Sec. 4762.
  - 10. Board of supervisors has no control over library or fine moneys, nor has township board.
- 11. School board, only, votes money for teachers' wages, fuel, deficiencies, officers' salaries, repairs, furniture, tuition, library, transportation, appendages, fences, outbuildings. Sec. 4674.
  - 12. The people vote money for building, sites, and tuition for eighth grade graduates in excess of \$20 per pupil. Sec. 4665 and 65 of 1909.
  - 13. School board adopts textbooks. Sec. 4680.
  - 14. School board cannot open schoolhouse except for public meetings, i. e., open to everybody. Sec. 4679.
  - 15. Every child between 7 and 16 must attend school. Act 200, 1905, amended in 1907.
  - 16. The surplus of dog tax is distributed to school districts and belongs in general fund.
  - 17. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Sec. 1197 and 1203.
  - 18. School funds cannot be loaned.
  - 19. If school funds are deposited in bank and draw interest, the interest belongs to the general fund of the district. Sec. 1200.
  - 20. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.
  - 21. When a report is returned to you for correction, do not correct it in accordance with suggestions from the Department, unless the corrections indicated are true to fact.

Respectfully,

L. L. Might-

Superintendent of Public Instruction.

### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 15, 1915.

#### TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and completeness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, report just what the heading requires.

#### IS THE SCHOOL LEGALLY GRADED?

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

### IS THE LIBRARY LEGALLY ESTABLISHED?

If the district voted to establish a library answer "Yes" and give date. The library apportionment to your district depends on this.

### STATISTICAL.

## [The numbers refer to the items correspondingly numbered in the blanks.]

Item 1.—The number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20 those under 20. Read Section 4687 of Compiled Laws as amended in 1911, before taking the census. No children can be included in the census whose parents or guardians are actual residents of the district. Those under 20, who are married, are to be reported wherever the husband makes his home.

Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school and reported the sum as the warm number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no particular and do not include non-residents. If by any error the exact number cannot be told give an estimate. If school was not maintained, include those for whom tuition was paid district.

Item 3.—To find average number enrolled: a, add the enrollment for each term; b, divide this sum by the number of terms.

Item 6.—Give exact number of days the school has been in session during the year by qualified teachers. If school was dismissed on a legal holiday, or on account of contagion diseases, deduct this number from the whole number of days in your school year. If your district is a new one set off during the year from an old district, give date of organization and als the number of the district, or districts, of which it was a part.

Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance."

Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school).

Item 9.- Divide item 8 (average daily attendance) by Item 3 average number pupils enrolled during year.

Items 10 and 11. These items are to be given only in case the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting," is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

#### FINANCIAL.

1. See that your finances are absolutely correct and avoid delay.

2. Study each item and include only what belongs to it.

3. Report "bonded indebtedness" where bonds have been issued. No debt not covered by bonds should be included in this item.

4. "Total indebtedness" is a written statement of debt and includes total indebtedness (Item 16) of preceding year, plus 7 receipts, less 5 expenditures.

5. Do not fail to give carefully "amount due the district," that is, from township treasurer.

6. Both director and treasurer must keep a set of books and carefully record every item of money expended or received.

7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand and amount reported in 8 expenditures should be the same.

8. Report carefully all interest received or accrued on school funds.

9. Item 6 expenditures "paid for tuition, general," refers to districts where school has not been maintained, and to districts that pay tuition for children who live too far from schoolhouse in their own district. In the latter case, tuition is paid from general fund.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers in his office, after it has been read at the annual school meeting. On the back of each of the other four blanks [No. 2] will be found a blank for the census list, with affidavit attached. On the face of those the director will, make an exact copy to correspond with his report on this blank (filling out the back with census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the Country School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

It is especially desired to have the name and postoffice address of the officers for the ensuing year. Write plainly.

## POINTERS.

1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special districts in the control of the co

2. Each officer is entitled to a copy of the latest school law. Write commissioner of schools.

- 3. All business that may be done by a school board must be done at a regular meeting thereof. Sec. 4671.
- 4. Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
- 5. Director must collect institute fee from teacher at time of hiring if not already paid. Sec. 4839.6. Board should hold last month's salary of teacher until all reports are filed. Sec. 4678, 4680.

7. Director should require township clerk to specify each fund as money is reported. Sec. 4703.

8. Treasurer should not accept school money from township treasurer unless it is itemized so as to show to what fund it belongs.

9. School board must use library (penal fine moneys) money for library purposes only. Sec. 4762.

- 10. Board of supervisors has no control over library or fine moneys, nor has township board.
- 11. School board, only, votes money for teachers' wages, fuel, deficiencies, officers' salaries in districts having 100 or more children, repairs, furniture, tuition, transposappendages, fences, outbuildings. Sec. 4674.

12. The people vote money for building, sites, library, officers' salaries in districts having less than 100 children, and tuition for eighth grade graduates in excess of \$20 per per Sec. 4665, 4674 and Act No. 65 of 1909.

13. School board adopts textbooks. Sec. 4680.

14. School board cannot open schoolhouse except for public meetings, i. e., open to everybody. Sec. 4679.

15. Every child between 7 and 16 must attend school. Act 200, 1905, as amended.

- 16. The surplus of dog tax is distributed to school districts and belongs in general fund.
- 17. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Sec. 1197 and 1203.
- 18. School funds cannot be loaned. Money in one fund cannot be "loaned" to another, i. e. library or primary money to general fund.

19. If school funds are deposited in bank and draw interest, the interest belongs to the general fund of the district. Sec. 4691.

20. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.

21. When a report is returned to you for correction, do not correct it in accordance with suggestions from the Department, unless the corrections indicated are true to fact. Write your explanation of error, if such has been made in previous years, to your Commissioner or the Department.

Respectfully,

Fred L. Keeler

Trustee.

### DEPARTMENT OF PUBLIC INSTRUCTION,

Lansing, Mich., April 16, 1917.

#### TO THE DIRECTOR:

You are earnestly requested to use great care in filling correctly all the blanks in this report. Many reports heretofore have been nearly useless from their inaccuracy and incompleteness. Many districts forfeit either their primary school money or library money, or both, because of omissions or mistakes in reports. Report fully under each heading, and . report just what the heading requires.

### IS THE SCHOOL LEGALLY GRADED?

If the district is organized under the provisions of Chapter X of the General School Law it is legally graded; if it is not so organized, it is simply a primary school district.

## IS THE LIBRARY LEGALLY ESTABLISHED?

If the district voted to establish a library answer "Yes" and give date. The library apportionment to your district depends on this.

#### IS YOUR SCHOOL A STANDARD SCHOOL?

Do not answer this question "Yes" unless building has been approved by our Department Inspector and Standard School Plate affixed to building.

### STATISTICAL.

[The numbers refer to the items correspondingly numbered in the blanks.]

Item 1.—This means the number of children in the district 5 years of age and under 20 years, without regard to the number attending school. This does not include those who are 20—only those under 20. Read Section 4687 of Compiled Laws as amended in 1911, before taking the census. No children can be included in the census whose parents or guardians are not actual residents of the district. Those under 20, who are married, are to be reported wherever the husband makes his home. Children having no parents or legal guardians, may be placed on the census as waifs, but explanation must be made after names, as to why they are waifs. Be sure that item 1 agrees with number of names on census. This is important.

Item 2.—Directors have sometimes added the total number of pupils attending the winter school to the total number in the summer school and reported the sum as the whole number of children attending school during the year. This is wrong; it is the number of different children who have attended school that is required. Be particular to count no pupil twice and do not include nonresidents. If by any error the exact number cannot be told give an estimate. If school was not maintained, include those for whom tuition was paid by district. Item 3.—To find average number enrolled: add the average enrollment for each month and divide by the number of months in the school year. (Get these items from the teacher's

record book.) Item 6.—Give exact number of days the school has been in session during the year by qualified teachers. If school was dismissed on account of contagious diseases, deduct this number from the whole number of days in your school year.

Item 7.—a. Find total number of days each pupil attended school. b. Add these totals and their sum will be "total days' attendance." The following should be construed to terminate membership in school: 1. Death. 2. Withdrawal on notice. 3. Suspension or expulsion. 4. Transfers to other schools or departments in the same system.

Item 8.—Divide item 7 (total days' attendance) by item 6 (number of days' school). The result will be "average daily attendance."

Item 9.—Divide item 8 (average daily attendance) by item 3 (average number pupils enrolled during year.)

Items 10 and 11.—These items are to be given only in case the district maintains a district library. Be sure that the question, "Has the district established a library by vote at district meeting," is answered. Townships and districts failing to comply with the provisions of the law relative to libraries are excluded from the apportionment of library moneys as made by the county treasurer.

If your district is a new one, organized during the year from an old district, give date of organization, and number of district, or districts, of which it was a part.

### FINANCIAL.

- 1. See that your finances are absolutely correct and thus avoid delay.
- Study each item and include only what belongs to it.
- Report "bonded indebtedness" where bon' have ' ... No debt not covered by bonds should be included in this item.
- "Total indebtedness" is a written statement of debt and includes total indebtedness (item 16) of preceding year, plus 6 receipts, less 5 expenditures. Do not include unpaid bills.
  - Do not fail to give carefully "amount due the district," that is, from township treasurer.
  - Both director and treasurer must keep a set of books and carefully record every item of money expended or received.
- 7. Before the annual meeting the board should meet and audit these books and all vouchers and receipts, and at the same meeting prepare the annual financial report to the district and to the township clerk. Actual cash on hand and amount reported in 8 expenditures should be the same.
  - 8. Report carefully all interest received or accrued on school funds.
- 9. Item 6 expenditures "paid for tuition, general," refers to districts where school has not been maintained, and to districts that pay tuition for children who live too far from schoolhouse in their own district. In the latter case, tuition is paid from general fund. Do not confuse this with tuition paid for 8th grade graduates.

## BLANKS AND REPORTS.

Five blanks are forwarded to each director of a school district. On the other side of this blank the director will, before the annual meeting, make out his annual report to the district, and keep the same, together with one copy of report on Form 2, on file with the papers in his office, after it has been read at the annual school meeting. On the back of each of the other four blanks [No. 2] will be found a blank for the census list, with affidavit attached. (Extra census blanks, Form 2a, are furnished for districts having more than 100 names on the census list.) On the face of No. 2 the director will make an exact copy to correspond with his report on this blank (filling out the back with census list), make affidavit to the correctness of the same before the township clerk or some other proper officer, and deliver three copies to the township clerk before the first Monday in August. The director's report to township clerk on blanks No. 2 must be made before the first Monday in August, to entitle the district to its share of public money [See Section 4689 of Compiled Laws.] No report should be made on old blanks. A full supply of blanks is sent annually to the County School Commissioner to be distributed through the township clerks to the several districts. If you need more, apply to the township clerk.

Census enumerators must take census by a house to house canvass and make affidavit to that effect. A census taken in any other way is invalidated and district will lose its share of the primary apportionment.

It is especially desired to have the name and postoffice address of the officers for the ensuing year. Write plainly.

## POINTERS.

- 1. There are five classes of school districts: (a) Primary, three officers; (b) Graded, five officers; (c) Township unit, five officers; (d) City, five or more officers; (e) Special legislative, three or more officers.
  - 2. Each officer is entitled to a copy of the latest school law. Write commissioner of schools.
  - 3. All business that may be done by a scibbl board must be done at a regular meeting thereof. Sec. 4671.
  - Board of education should never hire a teacher without inspecting his or her certificate. Sec. 4678.
  - Director must collect institute fee from teacher at time of hiring if not already paid. Sec. 4839. Board should hold last month's salary. Sec. 4678, 4680.
  - Director should require township clerk to specify each fund as money is reported. Sec. 4703.
  - Treasurer should not accept school money from township treasurer unless it is itemized so as to show to what fund it belongs.
  - 9. School board must use library money (penal fine moneys) for library purposes only. Sec. 4762.
  - 10. Board of supervisors has no control over library or fine moneys, nor has township board.
- 11. School board only, votes money for teachers' wages, fuel, deficiencies, officers' salaries in districts having 100 or more children, with exception of graded school districts, Sec. 122, 4th part, General School Laws; repairs, furniture, tuition, transportation, appendages, fences, outbuildings. Sec. 4674.
- 12. The people vote money for building, sites, library, officers' salaries in districts having less than 100 children, and tuition for eighth grade graduates in excess of \$20 per pupil. Sec. 4665, 4674 and Act No. 65 of 1909.
  - 13. School board adopts textbooks. Sec. 4680.
  - 14. School board cannot open schoolhouse except for public meetings, i. e., open to everybody. Sec. 4679.
  - 15. Every child between 7 and 16 must attend school, except in such cases as specified by law. Sec. 285, General School Laws. Act 200, 1905, as amended.
  - 16. The surplus of dog tax is distributed to school districts according to the number of children therein of school age, and belongs in general fund. 17. All moneys coming into the hands of the treasurer are "public moneys" and must be used according to law. Sec. 1197 and 1203.
  - 18. School funds cannot be loaned. Money in one fund cannot be "loaned" to another, i. e., library or primary money to general fund.
  - 19. If school funds are deposited in bank and draw interest, the interest belongs to the general fund of the district. Sec. 4691.
  - 20. Treasurer must deposit funds in his name as treasurer of district. He must give bonds. Sec. 4691.
- 21. When a report is returned to you for correction, do not correct it in accordance with suggestions from the Department, unless the corrections indicated are true to fact. Write your explanation of error, if such has been made in previous years, to your Commissioner or the Department.

Respectfully,

Fred L. Keeler

Report Form No. 2-36,000			/	Sant-	O NOT OMIT AN			LING IN CENSUS.		A/-	8-11		
SCHOOL CENS	35 2			14.W				township of					
County of	2	14.41	agsa	, Sta	te of Michigan	n, for the	e scho	ol year ending July 9,	1917,	as taken by	mrs G. Ye fore s		
				i	in a house to h	nouse car	nvass,	during the last fifteen of	days r	next preceding	June 1.		
STATE OF N			88.		As.		E v	1 Series	4				
County of		75	- Dave	and ages of all shildren h	alonging to Distric	M No	Brank I	aforesaid, five years of age	and an		above named being duly swe		
		4	^	se to house canvass during th					ana ui	iaer twenty years	, together with the name and	aaaress oj pare	ent
Subscribed and su			209	The state of the s	y of June, 1917.		1	(Signed)	M	12, G.	12. 407662	dp	
Before me	Y	2/5	and s	A	1 Side a	4/1	Fr.	Ponda			0		
	0			Mr. Carlotte	Andrea San Anno	Mar	La la 3	sion expires II	1	49	1918		
				(The c	ensus list must be sv	1		he district to public money.)	4				
					REA	D THES	SE NO	TES.					
1. If the district is the clerks of the several t	fractional townships	, write	e the names of the nich the district is i	children in each township separat n part situated, giving the numb	tely under the name of er of children five yea	the township	p, beginn d under	ning with that township in which twenty years residing in that par	the sch	oolhouse or site is district lying withi	situated. A separate statement their respective townships. If	t must be made possible make yo	to
list alphabetical.  2. If there is not spr  3. The ages of the	ace on thi	is page	e sufficient to conta t be given as the	in the names of all the children are on June 1, 1917. If a c	in the district, write hild removes from th	the remaindne district di	er upon	the blanks 2a, provided for this pue e fifteen days preceding June 1, he which they have been enrolled dy	rpose.	If these blanks have be enrolled in the o	e not been furnished you, apply to district in which he is resident Ju	your commissione	er.
4. Place opposite the 2b front of blank.	he names	of pup	pils enrolled in the	7th or 8th grade, in the column	provided, the numb	er of the gra	ade in w	which they have been enrolled de	ring the	e year ending July	9, 1917. The total must agree	with items 2a a	nd
			*Date of birth	FULL NAME OF PARENT OR LEGAL GUARDIAN.		7th or 8th			1	*Date of birth	FULL NAME OF PARENT OR LEGAL GUARDIAN.	14	7th or
NAME OF CHILD.		Age.	of those 5 and 19. Mo. Day. Yr.	If surname is different from that of child, explain relationship.	ADDRESS.	grade (indicate by number.)		NAME OF CHILD.	Age.	of those 5 and 19. Mo. Day. Yr.	If surname is different from that of child, explain relationship.	ADDRESS.	grade (indica by numbe
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23 Elmer 11		4 2 -	4-8-0)		11		73						
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25 Glenor 11	0	13	1-27-0%	11 0	11		75						
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			*Bate of birth mean	s year of birth with month and day,	not birthday.		†If th	nere are more than 100 names on const	us, use bla	ank form 2a.			

of the Township of East Continued of ATISTICAL REPORT of the School District No. County of ... D-1000000 ..., to the Township Clerk for the Year Ending July 9, 1917. [If the district is a fractional one, write the word "fractional" after the No. and insert the name of the township in which the schoolhouse is situated.] IS THE DISTRICT LEGALLY GRADED ACCORDING TO SECTION 4746 OF THE COMPILED LAWS? .... (This information is essential for apportionment of library money.) 17 No. 5 years of age and under 20 that attended school during the year. Omit nonresidents and Amount due the district in town treasurer's hands, July 9, 1917. Value of school property No. of children in district 5 years of age and under 20. (Be sure that this item agrees with Total indebtednes for all nonres-idents.) Primary \$....O. (See item 7 on back of Form 1.) (See item 8 on back of Form 1.) Voted tax \$.... nonres-idents.) Male. Fem. Fem. 180 28 0 .6 2 NAME OF EACH QUALIFIED Tracher Employed TEXTROOKS USED. (Do not include teachers of county normal training classes. If school was not traintined give No. of months school and No. pupils for whom tuition was paid.) Indicate the studies by placing a against each that is taught.) (Give names of authors.) Algebra, -0-Arithmetic, - X Civil Government, Geography, all was 191 for some Grammar, Orthography, -Date War Fells Penmanship, -Physiology, -Town 1-2 Proceeds 3-45-5. Clearing - 7. Illier lea Reading, - -U. S. History, Agriculture, -Domestic Science, - 0 -Has it maps? 11 Domestic Art, 23. Has the district a dictionary? All Has it a globe? All Music and Drawing, U -23. Is your school a standard school? 29. Studies above eighth grade pursued in school: Cost of same.... 30. No. pupils pursuing the same.... 26. No. of grades taught in school. 31. No. 8th grade graduates for whom tuition was paid..... 27. No. graduated from eighth grade during year. 32. Amount of treasurer's bond. Extending from 19.17 to 19.20 (Good for one term of office.) 28. No. graduated from eighth grade that entered High School during year.... FINANCIAL REPORT FOR THE YEAR ENDING JULY 9, 1917. READ THIS.—If the following report is correct, the totals of receipts and expenditures will balance. Care should be taken to enter each amount under its proper heading, and to enter no amount twice. If money other than the funds of the district is advanced by any one in paying teacher or for other expenses, it should be included in the item 6 Receipts "Received from Loans." It is really money borrowed, and should also be included in "Total Indebtedness" (item 16 above.) Do not include bills unpaid at close of year in item 16. Do not foot up the columns alike unless they actually add up alike. EXPENDITURES. READ THIS—Insert nothing here that has not come into the treasurer's hands; give exact amoun of each fund separately and put nothing under any head save what the head indicates. 'Money advanced by any person, or loaned, or an overdraft at the bank, should be placed under head 'from loans,' 6 Receipts Money remaining in the hands of the township treasurer has not been 'received' by the district and no account should be here taken of it; include that in 'Amount due the district' (item 17 above.) Dollars. Cents. Dollars Cents. READ THIS—£371 and 2 expenditures should show the total amount paid teachers during the year, including all that was paid on balance due for previous year. Do not include what may still be due. The total wages of the year is shown in item 20 above. Do not include any part of teachers' wages in item 7 expenditures. Include nothing in items 1-7 except what has actually been paid out. 1. Paid men teachers. primary money Paid women teachers. general fund 135 38 Paid for (From building and site fund.) See school laws 4665, Sec. 20 (6). 1. Money on hand July 10, 1916. 426 08 library. buildings. building and site. 4. Paid for library books (From library fund.) Item 1 must agree with item 3 in "expenditures" of last year's report, unless error was made last year. In such case, state item and amount in which error was made on previous year's report. Items 2, 3, 4, and 6 should be stated specifically Paid for indebtedness (principal).
(Do not include interest.) general tuition. 6. Paid for tuition 269 50 2. Received from primary school interest fund. eighth grade tuition 700 Received from library fund.... (Fines from county treasurer.) Paid for transportation of pupils. 4. Received from tuition of nonresident pupils 81,50 Paid for general purposes (From general fund). 339 35 for general fund. 5. Received from district taxes. for building and site fund. primary money 6. Received from loans. 964,15 general fund Amount on hand July 9, 1917. interest library 27 30 7. Received from all other sources. (Belongs to general fund.) dog tax building and site 28043 Total on hand 8. Total receipts, including moneys on hand July 10, 1916 Total expenditures, including amount on hand-Names of the School Officers for the ENSUING year Moderator 33. Is physiology and hygiene taught in your school as provided in Section 4680 of Compiled Laws? 34. Does the district furnish free textbooks, according to Section 4775 of Compiled Laws?.... If so, please state what year it was voted to furnish them ... ...(Do not confuse this law with the one authorizing school officers to furnish books free to poor children.) Officers:-Do not sign this report unless the amount in the district treasurer's hands coincides with the amounts as given in 8 Expenditures. I HEREBY CERTIFY, That the above is a correct report, from the aforesaid District No. ....., Township of for the School Year next preceding the second Monday of July, 1917 Dated July.... AddressAddressNOTE.—The moderator and treasurer constitute an auditing committee on the director's report and must sign all reports bersonally. AddressR. F. D. No .. R. F. D. No .. Address(Trustee.)

Address

(Trustee.)

R. F. D. No ...

THIS BLANK MUST BE FILLED OUT AND DELIVERED TO THE TOWNSHIP CLERK BEFORE AUGUST 6, 1917.

Before filling out this blank, read instructions on reverse side of Report Form No. 1.